



# Event Assistant Application

## Part-Time Event Assistant

Sixth & I is seeking part-time **Event Assistants** responsible for assisting with the preparation and execution of cultural, religious, educational, and private events, primarily during evenings and weekends.

### The candidate must be able to:

- Assist with and manage the numerous details of high-profile and large-scale events
- Handle will call, box office sales, and bar sales
- Facilitate efficient check-in procedures
- Assist with book signings at author events
- Troubleshoot in a professional and timely manner
- Deliver superior customer service

### Additional responsibilities:

- Ensure the enforcement of Sixth & I rules with the public
- Act as a professional representative of Sixth & I with the public
- Provide accurate information about Sixth & I to the public
- Facilitate emergency evacuation procedures when necessary
- Move light furniture/objects as needed
- Perform other duties as assigned

Please send a completed application to Amanda Loerch by [email](#), along with a professional resume.

## Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Educational background: \_\_\_\_\_

## Availability

What days of the week are you available to work?

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Morning</b>							
<b>Afternoon</b>							
<b>Evening</b>							

## Previous Experience

Please tell us about any experience you have in event logistics, customer service, or other relevant skills/experience.

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Have you ever dealt with a difficult situation or angry customer? How did you handle the situation?

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Do you have any past experience with Sixth & I whether it be working, volunteering, or as a patron? Maybe a favorite event you've attended? Please explain.

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**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete.

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Name	Signature	Date
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