

House Associate, Cyclorama Events

The Boston Center for the Arts is looking for individuals to support House Management staff for events held in the historic Cyclorama. Events span a broad range of styles and include corporate parties, weddings, art fairs, fashion shows, and trade shows, among others. House Associate will also serve as an arts advocate and should be comfortable speaking with patrons, clients, etc. on behalf of the BCA during events.

The House Associate position reports to Manger of Cyclorama Events and Associate Manager of Cyclorama Events. This is a part time position with an hourly wage paid per event. Flexible hours depending on event schedule.

Responsibilities Include:

- Be part of House Staff for Cyclorama Events including load-in, public, and load-out hours
- Serve as Liaison between Client, Public, Vendors, Security and House
- Maintain Public Safety at all times
- Maintain basic cleanliness of plaza and facilities
- Tend to basic Plaza Management and Traffic Control
- Familiarize client, patrons with Boston Center for the Arts and Cyclorama history

Requirements:

- Must have great customer service skills
- Must be able to manage multiple responsibilities simultaneously
- Must work well with others and be a team player
- Have an interest and enthusiasm for the Arts and BCA programs
- Previous event experience preferred but not required

To apply please send a resume and cover letter to:
Boston Center for the Arts
Attn: House Associate Position
539 Tremont Street
Boston, MA 02116

Or jobs@bcaonline.org
No phone calls or faxes please.