LOGOS ACADEMY

JOB DESCRIPTION

Created Date: 5/11/17(BDP)  Revised: 8/3/2017 dal

Title: Event Host (Non-Exempt, 12-month, Part-Time, Regular, No Stipend)
Reports To: Operations Manager

Minimum Requirements
- Passionate commitment to helping Logos Academy be a vibrant learning community, committed to our 4C’s: Christ-centered, culturally diverse, community-minded, and classically trained
- Commitment to advancing the mission of Logos Academy through hard work, innovation, and partnership with the Advancement Department, and in good stewardship of all resources
- Commitment to advancing the technology plan through personal growth and initiative
- High School diploma or equivalent
- Strong communication skills, able to work well with a team
- Customer service experience helpful
- Ability to lift 40 pounds and climb ladders

Major Responsibilities:
1. Liaison between Logos Academy and renter/event organizer
   a. Representative of Logos Academy
   b. Build strong relationships between guest and Logos for possible future partnerships
   c. Thorough understanding of security, lighting, and sound systems, as well as the Emergency Response Plan

2. Event Preparation
   a. According to event checklist, insure all rooms, security systems, technology, lights, etc. are prepared for the event
   b. Begin relationship with event organizer upon their arrival with introductions, check of rental spaces, confirm event checklist is accurate
   c. Be accessible to the event organizer, checking in regularly
   d. Oversee open entrances to insure only event guests have access

3. Event Wrap-Up
   a. Discuss event results with the event organizer; record on event checklist
   b. Return all areas and equipment to original set-up ready for the next scheduled event(s)
   c. Secure building upon exit