

**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