



JOB TITLE

Set Up Team

MISSION STATEMENT

At Harvest Moon Pond, we are committed to providing a high-level client experience that exceeds expectations. Along with our dedicated, passionate, and servant-hearted staff, we strive to create an environment where everyone feels welcome. We exist to provide a beautiful indoor & outdoor venue where others can have meaningful celebrations & create memories to last a lifetime.

ABOUT HARVEST MOON POND

Harvest Moon Pond is located in Poynette, just 20 minutes north of Madison. We are a year-round wedding & event center, with our prime season being May-October. Our property consists of 4 outdoor ceremony locations, an incredible outdoor patio space, as well as a historic barn which was built in 1865. The barn has been renovated with heating, air conditioning, as well as other modern amenities including a full-service bar. The venue can accommodate up to 200 guests, with an average wedding size of 150 guests. Harvest Moon Pond holds between 50-60 weddings per year, plus live music nights and other smaller private events.

SET UP TEAM GENERAL JOB DUTIES

As a member of the set up team at Harvest Moon Pond, your role is to execute events within our space and ensure every client, vendor & guest has a great experience.

- **Set up team shifts:** The duties of an event day may include, but are not limited to: setting up ceremony chairs, stocking firewood/ice/other supplies, set up yard games, make sure patio is set and clean, assist with minimal lawn care duties, maintaining venue cleanliness, disposal of trash throughout the event, taking down ceremony chairs, assisting with parking lot directions.
- **Prepare venue for upcoming events:** The set up team will follow the guidance of the event manager on site and work to complete venue checklists for opening/set up.
- **Other tasks as assigned** by Event Manager and/or Bar Manager.
- **Other misc. tasks** as assigned to be completed during the shift.

MINIMUM REQUIREMENTS

- Must be 16+ years to apply.
- Must be able to work on feet for a duration of 8 or more hours, lift 50+ pounds, climb a ladder.
- Must have a valid driver's license and reliable vehicle. Must be willing to drive a UTV.
- Must be willing to work in all weather conditions, inside and out.
- Must be available on Friday, Saturdays & Sundays (typically 10am- 8pm). Other dates available to pick up based on event schedule.
- Must work at least 4-6 shifts per month April- November

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Must be a self-starter with ability to multitask while excelling in a team setting.
- Must be flexible as this position can change on a daily basis as weather related changes can arise.
- Must have a strong attention to detail & the ability to follow a detailed checklist.
- Assist any and all departments as needed and perform all other related duties as assigned.
- Must enjoy hospitality and be service-minded.
- Must have a desire to serve others & have a positive attitude.
- Must be reliable, efficient and an independent problem- solver.
- Must be able to remain calm in stressful situations & handle customer conflict resolution in a confident and professional-manner.
- Must have an approachable presence with good customer service skills and a professional appearance.
- Must be able to confidently interact with clients, serve them well & be a good listener.
- Must be efficient & confident as this position is responsible for setting up for the daily events.

COMPENSATION/SCHEDULE/AVAILABILITY

- This is a part time seasonal position (April – November)) with the potential for hours offered December through March based on events booked
- Starting \$11-\$14/hour

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel.

HOW TO APPLY

Applications will be accepted until this position is filled.

Online Application: <https://harvestmoonpond.com/join-the-team/>