



## EVENT HOST

As an Event Host at Harvest Moon Pond, your role is to execute events within our space and ensure every client, guest, and vendor has a great experience.

### ABOUT HARVEST MOON POND

Harvest Moon Pond is an 1865 historic barn transformed into a beautiful, upscale & unique wedding and event venue just 20 miles north of Madison. Harvest Moon Pond originally opened in 2012 and was purchased by the current owners in 2019. The venue offers over 9,000 square feet of event space, 2 on site dressing rooms, 4 ceremony locations and 18 acres of beautiful grounds that include a patio and outdoor fireplace. The venue can accommodate up to 225 guests, with an average wedding size of 150 guests. Harvest Moon Pond holds on average 75-80 events per year, and oversees full bar service but does not provide onsite catering.

### 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.

### GENERAL JOB DUTIES

- **Assist Event Manager** with event day duties, included but not limited to: greeting guests, assisting vendors, maintaining venue cleanliness, setup and teardown, and cleaning and resetting the property after the event has finished.
- **Assist bar staff** with bussing tables/patio of ware and stocking ice as needed.
- **Participate in venue hosted events:** The event host may be asked to participate in venue open houses and public events as needed.
- **Other tasks as assigned** by Event Manager and/or Bar Manager.
- **Prepare venue for upcoming events:** The event host will follow the guidance of the event manager on site and work side by side with the entire team to complete venue checklists for closing.
- **Other misc. tasks** as assigned by the event manager or owners

### KNOWLEDGE, SKILLS & ABILITIES

- Must be friendly, possess a positive attitude and be a team player
- Must have a desire to serve others & have a positive attitude.
- 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 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.
- 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.

## **HOURS/COMPENSATION**

- Friday & Saturday evening hours are required to work weddings and events
- Must work at least 3-5 shifts per month May- October
- This is a part time seasonal position (April – November) with the potential for hours offered December through March based on events booked
- \$12-\$16/hour based on experience
- Flexible schedule for the right candidates, but must be willing to work at a minimum 3 shifts per month. Maximum hours available are around 20 hours per week, on Fridays and Saturdays.
- The schedule is based around our calendar of events.
- Ability to grow and advance within the company.

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by employees hired for this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel. Duties, responsibilities and activities may change at any time with or without notice. Duties, responsibilities and activities may change at any time with or without notice.

Harvest Moon Pond is an equal opportunity employer. Accordingly, all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, genetic information, military status, sexual orientation, gender identity, creed, ancestry, marital status, or any other characteristic protected by law.

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## **HOW TO APPLY**

Applications will be accepted until this position is filled.

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