



## **EVENT ASSISTANT**

### Job Description

The Vines of Lexington, a vineyard and event venue located in Lexington, SC, is looking to hire an Event Assistant to assist with weddings, wedding-related events, U-Pick and other events as needed. This position is a part-time, seasonal position with mostly weekend and evening hours.

#### **Requirements:**

- Valid Driver's License and reliable access to a vehicle.
- Availability on weekends, as well as some weekday evenings
- Ability to lift at least 30lbs
- Ability to stand for several hours at a time
- Previous hospitality or customer-facing experience a plus

#### **Responsibilities:**

- Assist with event setup, includes putting out tables, chairs and decor
- Direct traffic for parking
- Assist vendors and guests throughout the course of the event
- Maintain property during event – trash, bathrooms, etc.
- Direct guests to appropriate areas as needed throughout the event
- Assist with event tear down and property clean up
- Other event-related duties

#### **Desired Qualities:**

- Creativity and ability to think quickly
- Attention to detail
- Ability to work independently
- Problem-solving skills
- Ability to take initiative
- Customer-oriented

**To apply, download an application at [thevineslexington.com/event-assistant](http://thevineslexington.com/event-assistant) and email your completed application to [thevineslexington@gmail.com](mailto:thevineslexington@gmail.com).**