Position Overview

Responsible for coordinating events and being the day-of liaison for Tower Grove Park. Must maintain a friendly, calm disposition and act professional with enthusiasm and a positive attitude, even during stressful situations. Must provide outstanding customer service and organize an event that leave our guests with perfect memories.

Job Functions

- Be available to work 3 weekends out of each month and on week day evenings and some week days for rehearsals
- Be an ambassador to all guests of the Park
- Arrive on time and neatly groomed for events
- Assist the bridal party with processional/recessional
- Cue musicians during ceremonies
- Work with Butler’s Pantry to get the space set and ready for reception after ceremony
- Familiarize vendors to the space
- Help to set up flowers, candles, etc. for ceremonies and receptions
- Acquaint yourself with information about Tower Grove Park event spaces so that you can assist with tours

Requirements

- Excellent communications skills with high professionalism
- Excellent organization and time management skills
- Event management experience preferred
- Ability to manage multiple projects simultaneously
This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Tower Grove Park is an Equal Opportunity Employer

Hourly Rate of $12.00
This position does not offer benefits package.

Please return résumé and a completed application to akortkamp@towergrovepark.org or they can be mailed or dropped off at the Main Park Office:

Tower Grove Park
4256 Magnolia Avenue
St. Louis, MO 63110

Attn: Event Assistant

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
Employment Application

PERSONAL INFORMATION

Name (last name first) ______________________________ Social Security No. _______ ________ _______
Present Address: ________________________________ City/State/Zip ______________________
Permanent Address: _____________________________ City/State/Zip ______________________
Phone: (_____ ) ______________________________ Referred by:

EMPLOYMENT DESIRED

Date you can start: ______________________________

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Desired</th>
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<tbody>
<tr>
<td>Are you Employed</td>
<td>Yes □ No □</td>
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<tr>
<td>If so, may we contact your employer</td>
<td>Yes □ No □</td>
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<tr>
<td>Have you applied to this company before</td>
<td>Yes □ No □</td>
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<td>If so, when</td>
<td>______________________</td>
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GENERAL

Subjects of special study/research work or special training/skills ________________________________

________________________________________________________

U.S. Military or Naval Service

Rank

FORMER EMPLOYERS (starting with last one first)

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<thead>
<tr>
<th>Date month &amp; year</th>
<th>Name/Address of Employer</th>
<th>Salary</th>
<th>Position</th>
<th>Reason for Leaving</th>
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REFERENCES (give the names of three persons not related to you whom you have known at least one year)

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<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Business</th>
<th>Years Known</th>
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AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed to give you any and all information concerning my previous employment and any pertinent information they may have personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.”

Date __________________ Signature ________________________________________________

Interviewed by: __________________________________________ Date __________________

--------------------------------Do not write below this line---------------------------------

REMARKS

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<tr>
<th>Neatness</th>
<th>Character</th>
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<td>Personality</td>
<td>Ability</td>
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<td>Hired</td>
<td>For Department</td>
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Equal Opportunity Employer