



**RE: VENUE HOST – CASUAL**

Thank you for your interest in the above position. A copy of the job description is attached.

As a Venue Host you will set up, clear away and assist during conferences, meetings and functions held at the Museum. Applicants must be available for weekend and evening work, and be available to work through autumn and summer.

This position does not involve set days or hours but provides staffing for times and tasks as agreed with the Venue Manager.

Please note that the closing date for applications is **Monday, 25 March 2019**.

Please apply at **[www.otagomuseum.nz/jobs](http://www.otagomuseum.nz/jobs)** by selecting the role you wish to apply for, completing the online application form, and uploading a single document CV.

If you would like more information please contact the HR Manager at [vacancy@otagomuseum.nz](mailto:vacancy@otagomuseum.nz) or (03) 479 3269.

## **Job Description**

**TITLE:** Venue Host – Casual

**REPORTS TO:** Venue Manager

**DIVISIONAL MANAGER:** Commercial Manager

**SCOPE:** Hospitality, food and beverage services, venue set-up and clean-up

### **PRIMARY PURPOSE:**

Provide services to clients using the Museum as a venue for a conference, meeting or social function. This includes food and beverage services, setting up and cleaning up of facilities, and general hospitality duties.

### **KEY RESULT AREAS:**

#### **Food and Beverage Service**

- Provide food and beverage services for functions in a friendly, professional and efficient manner
- Respond to the needs and requests of clients in a timely, friendly manner in line with directions
- Record and communicate to the Venue Manager when stocks are getting low

#### **Hospitality**

- Meet, greet and farewell venue guests in a friendly and welcoming manner
- Provide hospitality service in a positive manner, ensuring clients and their guests are happy at all times, engendering positive word of mouth

#### **Presentation Standards**

- Ensure the presentation and display of venues, food and beverages is of a high standard
- Ensure Museum venues are clean and tidy at all times, and appealing for visitors
- Ensure personal presentation is to a very high standard in terms of hygiene and dress

#### **Facility Set-up and Clean-up**

- Set up or assist with the set-up of Museum venues for functions, including the arrangement of furniture and equipment for the function environment, operation and for food and beverage services
- Keep venues clean and tidy during functions, without disturbing the enjoyment of guests
- Assist with the cleaning of Museum venues after functions or undertake all such duties if in a sole-charge role

#### **Health and Safety**

- Adhere to current Health and Safety Policy and best practice at all times
- Undertake all necessary hazard management initiatives
- Ensure all visitors are cognisant of health and safety requirements and procedures
- Be familiar with the procedure to follow in the event of a fire or other emergency and help in the evacuation of the building when necessary

#### **Security**

- Carry out security as required, having consideration at all times for the protection of Museum collections and property
- Maintain the security of the Museum premises when required, ensuring building opening and closing, setting and unsetting of alarms and the securing of the premises is carried out according to procedure

#### **General**

- Positively and proactively manage time and resources to achieve individual and collective goals
- Have a good knowledge of all Museum exhibitions, programmes and activities and promote the Museum and its venues at every opportunity
- Be proactive in keeping abreast of venue developments and recommend improvements to add value
- Provide professional assistance to other Museum staff as required

Any other duties as may be required by the Museum Director.