

**Job Posting: Event Supervisor (Part-Time, Temporary)**

**Total Hours:** Approximately 25 hours across 5 events

**Location:** Village of Sussex

The Village of Sussex is seeking a reliable, organized, and personable Event Supervisor to support a series of community events. This part-time, temporary position is ideal for someone who enjoys interacting with the public, problem-solving on the spot, and ensuring events run smoothly from start to finish.

**Key Responsibilities:**

- Serve as the Village's on-site representative at each event, acting as the main point of contact for vendors, participants, and attendees
- Responsible for event set-up and breakdown (tables, chairs, etc.)
- Assist vendors with locating their assigned spaces and coordinate any on-site adjustments as needed.
- Monitor and address power needs, ensuring vendors have access to appropriate electrical connections.
- Work with Public Safety personnel to ensure a safe environment
- Regularly check and restock garbage bins and bathroom supplies throughout each event to maintain cleanliness and safety.
- Oversee end-of-event cleanup and secure items, ensuring the site is left in good condition and reporting any issues to Village staff.

**Qualifications:**

- Strong communication and customer-service skills
- Ability to stay organized and manage multiple tasks during busy event hours
- Comfortable walking, standing and working outdoors for extended periods
- Willingness to learn sound and light system operations
- Ability to problem-solve and make decisions independently
- Prior event experience is a plus but not required
- CPR certification or willingness to acquire certification
- Must have working cellphone

**Schedule & Compensation:**

- Approximately 5 events, totaling 25 hours
- Events take place in the evenings or on weekends
- Strong preference will be given to candidates available for all events:
  - June 25<sup>th</sup> 3:30-8:30pm
  - July 1<sup>st</sup> 5:00-10:00pm
  - July 23<sup>rd</sup> 3:30-8:30pm
  - Aug 28<sup>th</sup> 5:00-10:00pm
  - Sept 12<sup>th</sup> 3:30-8:30pm
- Compensation: \$15.00 per hour

**How to Apply:**

- Qualified applicants should submit a completed employment application, resume and letter of interest at [sussexwi.gov/hiring](http://sussexwi.gov/hiring). Applications will be reviewed as they are received.

Join us in supporting vibrant, welcoming community events for all to enjoy!