BLACK STAR FARMS

Event Facilities Assistant

PURPOSE:

To support event logistics, setup, and facility readiness for weddings, corporate events, and winery experiences

PAY RATE:

Hourly, $16-18/hour

CLASS:

Part-Time / Seasonal

HOURS:

Vary depending on event schedule; evenings, weekends, and holidays required

RESPONSIBILITY:

Assist with event setup, facility logistics, and operational support to ensure events run smoothly

REPORTING TO:

Event Coordinator

REQUIREMENTS

- Must be at least 18 years of age
- Experience in facilities, events, maintenance, or hospitality preferred
- Ability to lift up to 75 lbs
- Comfortable working indoors and outdoors in varying conditions
- Ability to operate carts, dollies, and basic equipment
- Strong organizational and problem-solving skills
- Positive attitude and willingness to assist across departments
- Ability to work evenings, weekends, and holidays
- Valid Driver's License

EXPECTATIONS

We are hiring an **Event Facilities Assistant** to support the logistical side of events at Black Star Farms. This role plays a key part in preparing spaces, moving equipment, assisting with parking coordination, and ensuring venues are event-ready.

You will work closely with the events team to execute room setups, transport supplies, and maintain the physical spaces used for events. Your work helps ensure that events run smoothly from setup through breakdown.

Event Facilities Assistant Duties & Responsibilities

- Assist with event setup, including tables, chairs, staging, and décor
- Transport equipment and supplies between venues
- Support parking coordination and guest arrival logistics
- Assist with moving furniture and resetting spaces between events

- Help maintain event venues and storage areas
- Support event breakdown and cleanup
- Assist with lighting, décor, signage, and event logistics as needed
- Communicate with the event team to ensure setup timelines are met, and accurate floor plans are followed
- Help maintain safety and facility standards across event spaces