

Job Announcement

Event Day Staff

Part-Time | Event-Based Schedule | Rockville, MD
Up to 29 Hours per Week | \$22/Hour

VisArts is seeking **dependable, customer-focused Event Day Staff** to support the setup, execution, and breakdown of private events and organizational programs held throughout our unique venue spaces in Rockville Town Square. As a member of our event operations team, you will help create an exceptional experience for clients, guests, artists, vendors, and community members while ensuring our facilities remain organized, professional, safe, and event-ready.

This is an ideal opportunity for someone who enjoys hands-on work, thrives in a fast-paced environment, and takes pride in creating memorable experiences behind the scenes. Whether supporting weddings, galas, corporate functions, exhibitions, or community events, you'll play an important role in helping VisArts host successful events throughout the year.

Why This Role Is Compelling

- Be part of a team that helps bring weddings, galas, exhibitions, corporate events, and community celebrations to life.
- Work in unique event spaces including contemporary galleries, a rooftop terrace, and flexible indoor venues.
- Enjoy scheduling flexibility based on your availability and event interests.
- Gain hands-on experience in event operations, hospitality, and venue management.
- Opportunities for experienced team members to take on Event Supervisor assignments and leadership responsibilities.

What You'll Focus On

Prepare and Restore Event Spaces

You will help transform VisArts venues for a variety of events by setting up and breaking down tables, chairs, linens, signage, audiovisual equipment, and other event materials. You'll ensure event spaces, common areas, and support spaces are clean, organized, safe, and ready to welcome guests.

Support Guest Services and Event Operations

You will assist clients, guests, vendors, and fellow team members throughout events while representing VisArts with professionalism and exceptional customer service. Responsibilities may

include supporting vendor load-in and load-out, assisting with operational requests, answering guest questions, monitoring event flow, and helping resolve routine event-day issues.

Maintain Safety and Professional Standards

You will help ensure a welcoming, accessible, and safe environment by following organizational policies and safety procedures. You'll assist with venue restoration, post-event cleanup, and reporting any maintenance, equipment, or safety concerns that arise during events.

Grow Into Leadership Opportunities

Qualified team members may be assigned Event Supervisor responsibilities based on experience, performance, availability, and event needs. Event Supervisors serve as the primary on-site venue representative, coordinate staff assignments, monitor event operations, communicate with vendors and clients, and help ensure successful event execution.

Collaborate With a Dynamic Team

You will work closely with the Director of Private Events, Event Supervisors, fellow Event Day Staff, clients, caterers, vendors, and community partners to ensure each event reflects the high standards of VisArts.

Who We're Looking For

We're excited to meet candidates who bring:

- Reliability, professionalism, and flexibility to work around an event-based schedule.
- Ability to follow setup instructions, floor plans, timelines, and venue procedures.
- Strong customer service and interpersonal skills.
- A collaborative attitude and the ability to work effectively as part of a team.
- Strong attention to detail and willingness to take initiative.
- Ability to remain calm, focused, and adaptable in fast-paced environments.
- Clear communication skills and a positive, professional demeanor.
- Physical ability to lift and move materials, assist with event setup, and remain on your feet for extended periods.
- Prior to event, hospitality, customer service, or venue support experience is helpful but not required.
- Enthusiasm for the VisArts mission and commitment to creating outstanding guest experiences.

If you don't meet every qualification listed but are excited about the role, we still encourage you to apply.

Work Location & Schedule

- Event-based part-time position.
- Hours vary based on event schedules and staff availability.
- Total hours may not exceed **29 hours per week**.
- Evening, weekend, holiday, and occasional late-night availability is required.
- Typical event shifts range from approximately **6-10+ hours**.
- Event Supervisor assignments may be available for qualified staff members based on department needs and demonstrated performance.

VisArts is located in Rockville Town Square and hosts a wide variety of events throughout the year in galleries, event venues, and outdoor spaces that serve artists, community members, nonprofit partners, and private clients.

Compensation & Benefits

- **\$22 per hour.**
- Part-time positions do not include benefits.
- Flexible scheduling based on event availability.
- Opportunities to gain experience in event operations, hospitality, and venue management.
- Potential for Event Supervisor assignments and increased responsibility based on experience and performance.
- Collaborative, creative, and mission-driven work environment.

About VisArts

VisArts is a nonprofit arts center in Rockville, Maryland, offering art classes and camps, four contemporary galleries, artist studios, residencies and fellowships, a supported studio program for artists with disabilities, and community outreach programs. We serve thousands of students, artists, and visitors annually through inclusive visual arts creation, instruction, and presentation. VisArts also hosts gallery openings, exhibitions, community programs, and private rental events throughout the year in our versatile venue spaces.

To Apply

Please submit your resume and optional cover letter to careers@visartscenter.org. While prior event experience is not required, we encourage applicants to share examples of customer service, hospitality, event support, team-based work, or operational experience that demonstrate their ability to succeed in a dynamic event environment. Applications are reviewed on a rolling basis and the position will remain open until filled.

VisArts is an equal opportunity employer and encourages candidates of all backgrounds and experiences to apply.