

Job Announcement

Event Day Supervisor

Part-Time | Event-Based Schedule | Rockville, MD
Up to 29 Hours per Week | \$25/Hour

VisArts is seeking a **dependable, customer-focused Event Day Supervisor** to oversee the setup, execution, and breakdown of private and organizational events throughout our unique venue spaces in Rockville Town Square. As the primary on-site venue representative, you will lead Event Day Staff, coordinate with clients and vendors, and ensure that every event is executed professionally, safely, and seamlessly.

This is an ideal opportunity for someone who enjoys leading teams, solving problems in real time, and creating exceptional experiences for clients and guests. Whether overseeing weddings, galas, corporate functions, community programs, or special events, you'll play a critical role in maintaining the high standards and customer service excellence that define the VisArts event experience.

Why This Role Is Compelling

- Serve as the lead on-site representative for a wide variety of events, including weddings, galas, corporate functions, and community celebrations.
- Lead and support event staff while ensuring smooth operations from setup through breakdown.
- Work in unique venue spaces including contemporary galleries, a rooftop terrace, and flexible indoor event venues.
- Gain valuable leadership and event management experience in a dynamic arts environment.
- Join a collaborative team committed to delivering exceptional client experiences and supporting community engagement.

What You'll Focus On

Lead Event Operations

You will serve as the primary on-site contact for clients, planners, caterers, vendors, and Event Day Staff. You'll oversee event setup, monitor timelines and contracted services, coordinate vendor activity, and ensure events adhere to venue policies and operational standards. Your leadership will help ensure each event runs smoothly from start to finish.

Supervise and Support Event Staff

You will lead Event Day Staff through setup, execution, breakdown, and closing procedures. Responsibilities include conducting pre-event briefings, assigning responsibilities, monitoring performance, and helping team members succeed throughout the event.

Deliver Outstanding Client and Guest Service

You will represent VisArts with professionalism, warmth, and exceptional customer service. You'll work directly with clients, guests, and vendors to address routine questions and operational needs while helping create a welcoming and memorable experience for all attendees.

Troubleshoot and Solve Problems in Real Time

You will monitor event conditions, identify operational concerns, and resolve routine event-day issues as they arise. More significant concerns involving safety, facilities, clients, or policy compliance will be escalated to department leadership when appropriate.

Maintain Safety and Professional Standards

You will help ensure all safety protocols are followed and that event spaces remain safe, accessible, and professional. You'll also oversee cleanup, equipment return, venue restoration, and post-event documentation to ensure each event concludes successfully.

Who We're Looking For

We're excited to meet candidates who bring:

- Reliability, professionalism, and flexibility to work around an event-based schedule.
- Strong customer service and leadership skills.
- Ability to communicate clearly with clients, vendors, guests, and team members.
- Strong attention to detail and willingness to take initiative.
- Ability to remain calm, focused, and solution-oriented in fast-paced environments.
- Ability to follow floor plans, setup instructions, event timelines, and venue procedures.
- A collaborative approach and demonstrated ability to work effectively with a team.
- Physical ability to lift and move materials, assist with event setup, and remain on your feet for extended periods.
- Prior event, hospitality, venue operations, or customer service experience is helpful but not required.
- Enthusiasm for the VisArts mission and commitment to creating outstanding experiences for clients and guests.

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**.

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

- **\$25 per hour.**
- Part-time positions do not include benefits.
- Flexible scheduling based on event availability.
- Opportunity to develop leadership and event management experience.
- Collaborative, creative, and mission-driven work environment.
- Direct involvement in a wide range of arts, community, and private events.

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 its versatile event spaces.

To Apply

Please submit your resume and optional cover letter to **careers@visartscenter.org**. We encourage candidates to include examples of leadership experience, event support, hospitality work, customer service, or operational responsibilities that demonstrate their ability to guide teams and deliver excellent event experiences. 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.