



EVENT ASSISTANT

POSITION DESCRIPTION

Location: Nordic Northwest Office, Portland, Oregon

Hours: Hours will be flexible based on schedule or events: days, evenings, and weekends.

Supervisor: Program and Exhibit Manager

Nordic Northwest

- Nordic Northwest, founded in 1986 is a non-profit corporation focused on the five Nordic countries of Denmark, Finland, Iceland, Norway and Sweden. The mission of Nordic Northwest is to:
- Highlight, honor, educate, communicate, promote and celebrate Nordic culture and traditions, ancestral, modern and contemporary.
- Provide value and serve members by developing and making available and accessible Nordic cultural and educational programming that is rich, authentic.

General Statement of Position

Nordic Northwest hosts many events and multiple events throughout the year and this position will work directly with the Program and Exhibit Manager to support those.

The Events Assistant plays a vital support role on the weekends and evenings helping to implement and supervise educational programs and events (in-person and virtual). The Events Assistant will work in cooperation with other Nordic Northwest staff to make sure all programs are successful and an excellent experience for participants. Nordic Northwest runs many youth and adult education programs a year and a variety of events such as exhibit openings, concerts, lectures, story time events and more. The Events Assistant will work to be onsite to make those programs as successful as possible. In down times, the Event Assistant will work with the Program and Exhibit Manager in other projects such as exhibit and program development.

Primary Responsibilities

Educational Programs

- Prior to the instructor's arrival make sure everything is ready for the program including room set up, supplies, equipment, and any other instructor needs.
- Once the instructor arrives assist them with anything they need to prepare for the class such as setting up their classroom, making copies, etc.
- At the beginning of a program assist the instructor with checking in the registrants.
- Troubleshoot any issues as they arise before and during the program.
- For online programs, facilitate workshops by greeting instructor and participants, and managing tech during the program.
- In emergency situations assist with the implementation of our emergency action plan.

Festival and Rental Events

- Occasional help with private rentals such as business meetings and weddings
- Occasional help with festivals such as Midsummer and Viking Beer Festival.

Other

- Complete program and art exhibit related projects, as assigned, when there are no programs or public events happening and during down time.
- Perform additional duties and responsibilities as assigned.

Qualifications and Qualities

- Demonstrate experience in a front-facing customer service position.
- Experience managing projects or events is desirable.
- Knowledge of room set-up and basic AV knowledge a plus but will train.
- Basic knowledge of Microsoft Office products.
- Resourceful, dependable and effective problem solver.
- High School diploma with some college education preferred.
- Comfortable within a collaborative organizational climate.
- Collaborative and team oriented.
- Demonstrate patience, sense of humor and flexibility.

Other

- Valid driver's license.
- Dress code:
 - Set up and take down: Jeans or other tidy work clothing.
 - Performances, formal meetings requiring your presence: Shirt and pants

