



**FORT ADAMS TRUST, 90 FORT ADAMS DRIVE, NEWPORT, RI 02840**

**Job Title:** Venue Attendant (Part Time, Seasonal, \$20/hour, 8-16 hours a week)

**Reports to:** Primary: Events Manager, Secondary: Executive Director

**Locations:** Historic Fort Adams

**Job Summary:** Historic Fort Adams is operated by the Fort Adams Trust, a 501(c)(3) non-profit with a mission to preserve and revitalize historic Fort Adams for the public's benefit. The Venue Attendant is the on-site representative of the Fort Adams Trust at all of our special events April through November. The main responsibilities include being the main point of contact during events, securing the Fort at the end of the evening and ensuring a safe environment for all. Venue Attendants are responsible for assisting in pre-event preparation, greeting clients and guests, ensuring a positive experience during events, and overseeing breakdown post-event.

**Duties and Responsibilities:**

- Serve as the main representative of the Fort Adams Trust at private, corporate and public events held at Fort Adams.
- Ensure physical security of event attendees and the Fort
- Ensure the event runs smoothly by monitoring and addressing any issues that arise
- Handle event emergencies promptly
- Provide exceptional customer service by being friendly, approachable, and responsive to guests' needs
- Work directly with vendors before, during and after the event to ensure adherence to Fort rules
- Ensuring all event facilities are clean and well-maintained before, during, and after the event
- Monitor event activities to ensure compliance with applicable regulations, laws, and all Liquor License and State License Agreements.
- Collaborate with team members to ensure the event runs smoothly
- Coordinate with RI Department of Environmental Management (DEM) as needed
- Maintain inventory of event supplies, such as soap, paper goods, etc.
- Secure the Fort at the end of the event (i.e. lights out, doors & windows locked, garbage removed, signage/event materials put away)
- Provide detailed reports as needed to ensure corrections of deficiencies and suggest improvements to the Events Manager
- Other duties as required and identified by management as necessary to the smooth operations of Fort Adams

**Skills & Capabilities:**

- Excellent oral and interpersonal communication skills
- Ability to multi-task and be flexible with a positive attitude
- Skilled at prioritizing tasks according to current needs and demands
- Ability to control emotions and handle potential emergency situations without becoming flustered.



**Requirements:**

- Able to lift 50 pounds, walk 2 miles, and stand for an extended period (4-5 hours)
- Have valid driver's license
- Willing and able to operate basic fort equipment, such as a golf cart, John Deer Gator (with or without trailer attached) etc.

To apply, send resume and cover letter to: **[rduval@fortadams.org](mailto:rduval@fortadams.org)**