



## Summer Assistant Position

Wausau Events is looking for an individual to assist in the management of Wausau Events throughout the summer season. This individual will assist with all events organized by Wausau Events during the summer (June-August) and aid in developing new programs. The hours for this position vary weekly from 15-20 hours, with more hours available during event weeks.

### Responsibilities Include:

- Assists in the planning of all 2023 events.
- Manages the entire Concerts on the Square Series & Dining on the Street Series each Wednesday evening (June 7 through August 30) from 4 PM to 10 PM, including event set up, tear down and vendor needs.
- Assists with Wings Over Wausau event (June 16 & 17) and Big Bull Falls Blues Fest (August 18 & 19), including event set up, day-of-coordination and tear down.
- Manages volunteers for events including the recruiting, training, and day-of needs.
- Provides administrative and office support including but not limited to answering phones, responding to inquiries, confirming vendors, and greeting visitors.
- Participates in committee and board meetings.
- Manual labor including, but not limited to hauling event supplies, setting up and moving equipment, and various assigned tasks.
- Excellent communication skills.
- Ability to problem solve and handle stressful situations.

### Preferred Experience:

- College degree preferred; High School Diploma required
- Customer Service

### To Apply:

Please submit a cover letter and resume by **February 28th** via email to:

[execdir@wausauevents.org](mailto:execdir@wausauevents.org)