



The Richard Nixon Foundation is a Not For Profit 501(c)3 corporation, located in Yorba Linda, California. The Foundation's mission is to encourage and support study of the life and times of Richard Nixon and promulgate his legacy through its programs and exhibits at the Richard Nixon Presidential Library and Museum in Yorba Linda, California.

**Position: Operations Event Associate**  
**Status: Part Time, Hourly, Non Exempt**  
**Hours: 15-25/week**  
**Report To: Operations Event Manager**

The Event Associate has primary responsibility for successful on-site event management. Under direction of the Operation Event Manager, the Event Associate helps coordinate all event activities within the facility to meet contractual obligations and quality customer service standards.

#### **Responsibilities and Duties:**

- Check setup to make sure that each event is set up per the event sheet instructions.
- Greet client when they arrive, introduce yourself and check back in with them frequently to make sure that all their needs are being met and exceeded.
- Work as a team to resolve issues that may arise during a shift.
- Greet, help and coordinate the activities of vendors on-site as required to successfully execute the event at the facility. Treat vendors kindly and with respect.
- As customer service represented it is important to keep a positive attitude and tone with all clients, vendors. Service with a smile.
- Complete event set-up and tear-down, e.g., moving tables, chairs, and other needed equipment, perform general housekeeping, and supervise outside vendors while on-site to ensure that all Foundation guidelines are followed.
- Coordinate client service needs with catering and audio-visual companies, security and other requested services.
- Act as a liaison for the client and service providers to insure successful execution of program.
- Supervise a variety of meeting and commercial events on event day; identify potential and actual problems and report to supervisor for corrective action.
- Establish and maintain effective and positive working relationships with facility users, employees, team members, general public, security and NARA.
- Operate, test, and maintain basic audio/visual, lighting and climate controls.
- Complete in-house event food preparation and presentation, and follow all food safety and sanitation guidelines.
- Maintain a clean and organized workstation. Inventory and stock meeting room and kitchen supplies and equipment.
- Operate computer, telephone, hand-held radio, calculator and copier.
- Follow all guidelines as outlined in the employee manual with respect to timekeeping procedures.
- Must be available for extensive night, weekend and holiday work.
- Other duties as assigned.

**Working Conditions:**

- Indoor and outdoor environment.
- May work extended hours, evenings or weekends in support of Foundation events and special exhibits.

**Physical Demands:**

- Sitting, standing, and walking for extended periods.
- Should be entirely mobile.
- Read handwritten documents and other records or reports.
- Some lifting and carrying up to 50 pounds.
- Dexterity of hands and fingers.
- Hearing and speaking to exchange information in person or on the telephone.
- Reaching overhead, above the shoulders and horizontally.
- May be bending at the waist, kneeling or crouching.

To apply for this position, please send your resume to Brett Halstead at [brett@nixonfoundation.org](mailto:brett@nixonfoundation.org).