

**Student Activities Office and the Carleton Student Association
Student Activities Programming Board (SAPB)
The Cave, Event Support
Position Description**

Application Information

- Contact: Nadine Sunderland (nsunderl, x4462)
- Applications and hiring information online: go.carleton.edu/activities
- 5 hours per week, paid
- Paid mandatory training

Overview

Carleton College employs hundreds of students in a variety of leadership and support roles. These students are vital in providing important programs and services to the campus community. With the talent, energy and spirit of Carleton's student leaders, the College stands well-positioned to provide a true liberal arts education that challenges students to "learn broadly and think deeply."

The Cave

The Cave is one of the oldest and most established student organizations at Carleton College. With a Charter dating back to 1927, The Cave proudly serves Carleton students as the longest standing, student managed college pub in the United States. The Cave provides a welcoming, safe, and interactive environment for all members of the Carleton community. Along with a wide variety of live entertainment, The Cave also offers food and beverages for students to enjoy.

The Cave is managed by students and supported in a collaborative effort between the Carleton Student Association and the Student Activities Office. Specializing in the coordination and promotion of live performances, The Cave provides exciting leadership opportunities for students to work closely with professional artists and agents throughout the entertainment industry.

The Cave has dedicated programming space in the lower level of Margaret Evans Hall and is open daily during the academic year. The Cave is also available for group meetings, socializing and studying.

Event Support

Serving as the first point of contact for customers visiting The Cave, the Event Support position serves a vital role in providing a friendly, safe, fun, and professional atmosphere for guests. The primary responsibilities of this position are to provide outstanding customer service and support The Cave Management in meeting the overall mission of the organization.

Event Support Responsibilities

- Be an active member of The Cave and assist in the development and implementation of a long term vision for the organization and facility

- Provide excellent customer service to guests
- Prepare and serve menu items, including food and non-alcoholic beverages
- Assist with inventory control and placing food and non-alcoholic beverage orders as needed
- Participate in opening and closing tasks such as moving furniture, stocking of supplies, and light cleaning
- Assist with the enforcement of policies and procedures
- Assist with crowd management during performances
- Assist with unloading and loading of sound equipment
- Operate a cash register and accurately assist customers with financial transactions
- Assist Program Assistants with providing audio and lighting support during performances
- Assist with the overall maintenance and upkeep of The Cave
- Attend all meetings and trainings as requested by Program Assistants and/or College officials
- Other duties as assigned

Qualifications

- Carleton student in good academic and disciplinary standing
- Willingness to serve as part of a team
- Enthusiasm and willingness to learn
- Assertiveness and patience in the workplace
- Creativity, integrity, and a positive attitude
- Attention to detail and strong organizational skills
- Effective written and oral communication skills, problem solving abilities, and decision-making skills
- Ability to multi-task and manage multiple projects with overlapping deadlines
- Ability to represent The Cave, SAPB, and CSA in a professional manner
- Willingness to work some evening, night, and weekend hours as needed
- Sense of humor