



**The Loppet Foundation  
Event Staff - Seasonal  
Job Posting**

[The Loppet Foundation](#)'s mission is connecting people to the outdoors through experiences that grow community. We value anti-racism, collaboration, growth, inclusion, play, stewardship and well-being. The foundation provides quality programming for youth and adults, produces world class adventures and sporting events, and strives to create a welcoming and inclusive community in its operations in Theodore Wirth Park. The Loppet staff are dedicated and energetic individuals who work together leveraging the various aspects of the Foundation to create a whole that is more than the sum of its parts.

**Job Summary:** Loppet Event Staff work closely with the Trailhead Events Manager and Event Captain to help with the setup and take down of events, as well as helping to maintain the Trailhead space throughout the event. Event Captains serve as the point person when the Trailhead Events Manager or a full time Loppet staff person is not onsite. They are responsible for making sure the event runs smoothly and according to the plans arranged between the Trailhead Event Manager and the Event Organizers. These are both seasonal, hourly positions.

**Responsibilities:**

- Upon arrival, check in with the Trailhead Events Manager and/or the Events Captain to get up to speed on the event to that point. Event Captains will check in with the event coordinator/planner and Park Police Officer (if onsite) to introduce themselves
- Assist the Event Manager and/or the Event Captain with event setup/clean up during the event. Includes lifting and moving chairs and tables as needed.
- Work with fellow Event Staff to maintain public spaces such as the fireplace area, bathrooms and Patio during the event.
- Work with the Event Staff to clean and reset the Great Hall. Duties include but are not limited to wiping tables, taking out trash, sweeping floors and moving tables and chairs.
- Event Captains will also work with the caterer to ensure they follow through with their responsibilities, and ensure that when all guests have left, all doors are locked and the Trailhead is properly secured.

**Preferred Qualifications:**

- Must be available to work nights and weekends
- Minimum of 1 years event experience preferred (2 years for Event Captains)
- Minimum of 1 years customer service experience preferred (2 years for Event Captains)
- Strong team player with the ability to work independently as needed
- Ability to lift up to 50 lbs

Event Staff report to the Event Captain and Trailhead Events Manager, who reports to the Trails & Trailhead Director. Hourly wages for Event Staff range between \$15 - \$16.50 per hour, and for Event Captains \$17 - \$19.50 per hour, depending on demonstrable experience. Hours will vary week to week, with the potential of 10 - 20 hours per week, May through October.

*We recognize the need for a diverse workforce and understand that traditionally underrepresented communities must be centered in the work we do. As a Foundation, we are committed to building a blended team that reflects the community we serve. Hence, **we strongly encourage BIPOC, Indigenous and Queer-identified individuals to apply.***

## **HOW TO APPLY**

No phone calls, no walks in. To apply, please follow the instructions below:

- Email the following materials to [grossman@loppet.org](mailto:grossman@loppet.org) with an e-mail subject that reads “Event Staff Application.”
  - Resume (preferably in .pdf form), Cover Letter in the body of the email, and compensation expectation.
- All applications received will be considered, position open until filled.