

Tennessee Immigrant and Refugee Rights Coalition

POSITION: Event Attendant

Part-time hourly position at \$20/hour. Estimated 6-20 hours a month based on event rental needs. Based in Nashville, TN.

ABOUT TIRRC

The Tennessee Immigrant & Refugee Rights Coalition (TIRRC) is a statewide, immigrant and refugee-led collaboration. Our mission is to build power, amplify our voices, and organize communities to advocate for our rights. Our vision is a stronger, more inclusive Tennessee where people of all nationalities, immigration statuses, and racial identities can belong and thrive.

ABOUT THE POSITION

The Event Attendant will provide on-site support for rentals at TIRRC's Eloisa Salazar Event Center and be the TIRRC representative during an event. During events, the event attendant will ensure the event renter is following event protocols and safety guidelines, and provide logistical support for the renter as needed.

Responsibilities:

- Set up tables and chairs for basic event setup;
- Ensure the event setup and execution follows protocols, safety, and health guidelines;
- Show the event renter where to find kitchen items, AV equipment, restrooms, and other items available for use by the renter;
- Assist the renter in moving the movable walls if needed;
- Provide basic assistance regarding AV equipment (e.g. presentation on TV screen, sound and microphones working);
- Welcome the renter and any vendors to the space and ensure they have everything they need before, during, and after the event as outlined in the event contract;
- Ensuring the event space and equipment is not damaged and returned to original setup;
- Communicate to on-call TIRRC staff members about emergencies as needed;
- Other event duties as assigned.

Qualifications & Experience:

- Belief in TIRRC's mission and the power of community organizing and commitment to dismantling systems of oppression;
- Ability to work with diverse communities;
- Experience with events and facilities preferred;
- Must be 21 years old;
- Fluency in English and an additional language preferred;
- Ability to work nights and weekends depending on events;
- Must have reliable transportation.

To apply for this position, please send a cover letter and resume to events@tnimmigrant.org.