

BookPeople Event Host Job Opportunity!

Job Title: Event Host

Department: Events & Marketing

Reports To: Adult Marketing & Events Logistics Manager

SUMMARY: The Event Host collaborates with the Events & Marketing team to assist in the hosting of in-person events, in the bookstore and offsite, while offering excellent customer service to our featured speakers and event attendees. Events include programming for adults, BookKids & teens, SCBWI meetings, school events, year-round festivals, as well as other community partnerships.

DUTIES:

- Manage the set-up and breakdown of events in the bookstore (a/v set up, chairs, furniture)
- Welcome authors/speakers/moderators to BookPeople; write introductions and introduce them at the event
- Manage author signings with the goal of getting customers quality facetime with authors while ensuring the line moves quickly and efficiently, and adheres to author guidelines
- Staff and assist with set-up and breakdown of offsite events and festivals
- Maintain a working knowledge of all a/v equipment including projector and microphones
- Maintain a working knowledge of BookPeople's selling tools including Apple Square and iMerchant POS, and other programs as needed
- Reconcile book sales and cash received at the end of all offsite events
- Participate in yearly inventory and assist with other bookstore bookseller tasks, as needed, when events are not scheduled
- Work on bookfloor, as needed and scheduled by manager

QUALIFICATIONS:

- Experience in customer service, hospitality, events, or a related field, is preferred
- Familiarity with hosting and public speaking
- Required to drive a delivery van, must have a clean driving record and required to submit a request for Texas Personal Driver Records to be released to BookPeople
- Works in the best interest of BookPeople and our community bound by books

COMPETENCIES:

- Clear and efficient communication skills with coworkers, managers, event attendees and event participants
- Ability to adapt to evolving situations and handle change with patience
- Ability to work efficiently and ask for clarity, when needed
- Excellent customer service skills which include patience, kindness, active listening and the ability to work with diverse communities and customer needs
- Ability to multitask, retain information and follow instructions, as outlined
- The ability to stay calm under pressure while solving problems in real time
- Great attention to detail, with the ability to use provided resources effectively

PHYSICAL DEMANDS:

- Ability to lift at least 35 lbs
- Comfortability with standing on feet and keeping a fast pace in busy times

Starting Wage: \$14.00

Labor Grade: 2

Schedule Requirements: Part-time; 8-30 hours a week. Flexible. Must be able to work mornings, evenings, weekends and holidays. This schedule is discretionary and shifts are scheduled only when events are scheduled.

Additional Benefits and Perks of this position!

- FREE garage parking in downtown Austin
- Paid vacation, sick, personal, holiday, bereavement and birthday benefits (after 90 days of employment)
- Employee discounts on books, gifts and coffee!
- Access to indie bookstore industry resources like tons of Advance Reader Copies (ARCs), edelweiss (iykyk) and lots of other bookish things that only booksellers have access to!
- Opportunity to meet major authors, celebrities– anyone who writes a book!

EEO: BookPeople Inc. is an equal opportunity work environment and is considered an affirmative action employer. We are committed to the hiring, promoting, and providing continual equal employment opportunities regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status.

If this looks like **THE JOB** for you, please email a [completed application](#) (if you are not a current bookpeep) and cover letter to laura@bookpeople.com and lindsey@bookpeople.com.

Some event hosts in action!

