

## **Event Assistant**

**Hendricks Live! – Plainfield, IN**

**Part-Time | Event-Based Scheduling**

**Hourly: \$18/hr**

### **About Hendricks Live!**

Hendricks Live! is a dynamic nonprofit arts and entertainment venue dedicated to creating memorable experiences for Central Indiana's diverse communities. Through performances, events, and community engagement, we bring people together through exceptional art and entertainment.

Located just 30 minutes from Indianapolis in the growing and vibrant town of Plainfield, Hendricks Live! features:

- A 600-seat performance theatre
- A 900 sq ft event space with additional 600 sq ft terrace
- Ample lobby space
- Public art galleries

Our programming includes concerts, theatre, dance, comedy, film, and community events, alongside private rentals such as weddings, corporate events, and fundraisers.

### **The Opportunity**

Hendricks Live! is seeking reliable, team-oriented Event Assistants to support the setup, execution, and breakdown of private events and rentals at the venue.

Working closely with the Event Services team, Event Assistants help ensure events are executed smoothly by preparing event spaces, assisting vendors and clients, supporting event logistics, and maintaining venue readiness throughout events.

This position is ideal for individuals who enjoy fast-paced environments, hospitality, teamwork, and hands-on event operations.

### **Why This Role Matters**

Event Assistants play a critical role in ensuring private events are executed smoothly, professionally, and according to client expectations. In this role, you will:

- Support the successful execution of private events and rentals
- Help maintain event readiness and operational efficiency throughout events
- Assist the Event Services team with event logistics, setups, and breakdowns

Provide a welcoming and professional experience for clients, vendors, and guests  
Contribute to a clean, organized, and guest-ready event environment  
Help ensure events are delivered professionally and efficiently  
Support the continued growth and success of Hendricks Live!'s rental program

## **Reporting Structure**

**Reports To:** Event Manager

## **What You'll Do**

### **Event Setup & Execution**

Assist with event setups, room flips, and breakdowns  
Arrange tables, chairs, linens, signage, and other event equipment  
Verify event layouts match event documentation and floorplans  
Assist with maintaining cleanliness and organization of event spaces throughout events  
Support vendors, caterers, bartenders, entertainers, and clients with operational needs as directed

### **Guest & Client Support**

Provide a welcoming and professional presence for guests and clients  
Assist with directional signage and guest wayfinding  
Communicate event needs or concerns to Event Leadership as needed  
Remain available during events to assist with operational support and troubleshooting

### **Venue Operations**

Assist with opening and closing procedures, as assigned  
Conduct basic venue readiness checks prior to events  
Ensure event equipment and operational supplies are properly stored after events  
Support general event services operations and operational tasks as needed

## **What You Bring**

Positive attitude and strong work ethic  
Strong communication and teamwork skills  
Ability to work efficiently in a fast-paced environment  
Strong attention to detail and organizational skills

Professional and guest-focused demeanor  
Flexibility and adaptability during live events

## **Qualifications**

Ability to lift and move tables, chairs, and event equipment as needed  
Ability to stand and move throughout event shifts  
Availability to work evenings, weekends, and holidays based on event schedules  
Reliable transportation to and from Hendricks Live!  
Experience working in team-oriented or guest-facing environments  
Previous experience in events, hospitality, customer service, venue operations, or related fields preferred

## **Schedule & Work Environment**

Part-time, event-based scheduling  
Primarily evenings and weekends  
Physically active role requiring standing, lifting, and movement throughout shifts

## **Compensation & Benefits**

Hourly: \$18/hr

## **How to Apply**

To apply, please submit your resume and a brief cover letter outlining your interest in the role to:

[careers@hendrickslive.org](mailto:careers@hendrickslive.org)

Application deadline: Until filled