



City of Grapevine Events and Festivals Worker

SALARY	\$16.19 Hourly	LOCATION	City of Grapevine, TX
JOB TYPE	Casual - short assignments/no set schedule	JOB NUMBER	CVB2311-36
DEPARTMENT	Convention and Visitors Bureau	OPENING DATE	11/14/2023
CLOSING DATE	3/3/2024 11:59 PM Central		

Job Summary

The Events & Festivals Worker is a support person who is assigned to work the many events sponsored by the Grapevine Convention and Visitors Bureau (CVB). Such events include Christmas Capital of Texas, GrapeFest, Main Street Fest, North Pole Express, and Grapevine Vintage Railroad (GVRR) trains. The Events and Festivals Seasonal Worker are manual labor and public facing positions that are vital to providing a high-level guest experience.

Essential Functions

1. Provides staffing during CVB/GVRR events and festivals as needed.
2. Provides assistance and manual labor with setup, delivery, stocking, operation, and teardown for CVB and Grapevine Vintage Railroad (GVRR) events and festivals.
3. Serves in public-facing roles such as gate attendants, queue line attendants, ushers, ticket takers, information booth attendants, etc.
4. Simple clerical processes assembling promotional bits, placing signage/posters, answers phones, sorts, collates, and assembles events & festivals kits, provides human arrow directional assistance and information, answering phones, and other events & festivals duties as assigned.
5. Provides back of house preparation and organizing of deliveries for full-time staff. Assist in cleaning and organization at festival and Christmas storage facilities.
6. May serve alcoholic/non-alcoholic beverages in accordance with federal, state and local regulations.
7. Performs related duties as directed when such duties are a logical and appropriate assignment to the position.
8. Timely attendance is required for this position.
9. Interacts professionally and respectfully with the public, coworkers, and others in the course of daily work.

Required Skills

SKILLS, KNOWLEDGE AND ABILITIES

- Must have excellent customer service and hospitality skills.
- Must have reliable transportation.
- Must be able to work for long hours and stand for extended periods of time (minimum of four hours at a time).
- Must be able to use various scanning and inventory equipment as well as iPad and associated programs.
- Ability to adapt quickly with limited on-the-job training.
- Must be able to follow written and verbal directions.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS

Requires a High School Diploma or GED.

Over 18 years of age preferred.

Bilingual or multi-lingual skills are desirable (Spanish, Portuguese, French, Italian, Japanese, Chinese) but not required.

Must be able to work various times, including some nights, weekends, and holidays. Opportunity to work up to 1,000 hours per calendar year.

Must pass a Federal/National criminal background check.

Must pass a pre-employment basic physical, drug screen, and functional assessment screening (Level 1).

WORKING CONDITIONS

While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job the employee is regularly required to perform light to medium work that involves walking or standing, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk and hear, stand, walk, and stoop, or crouch. This position requires occasionally lifting and/or moving up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This job requires the ability to work in an office environment where the noise level is usually moderate.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

Agency

City of Grapevine

Address

P. O. Box 95104, 200 South Main Street

Grapevine, Texas, 76099

Phone

817-410-3176

Website

<http://www.grapevinetexas.gov/index.aspx?nid=439>

Events and Festivals Worker Supplemental Questionnaire

*QUESTION 1

Do you have a High School Diploma or GED?

- ☐ Yes
- ☐ No

*QUESTION 2

Are you able to work a flexible schedule including evenings, weekends and holidays?

- ☐ Yes
- ☐ No

*QUESTION 3

Are you over 18 years of age?

- ☐ Yes
- ☐ No

* Required Question