Job Posting

TITLE: Event Supervisor / House Manager **FLSA STATUS**: Part-Time, Non-Exempt
DEPARTMENT: Frauenthal Center
SUPERVISES: Bartender/Concessionaire/Popcorn Attendant
REPORTS TO: Front of House Lead, Frauenthal Administrative Staff
WORK HOURS: Varied hours: Days, Nights & Weekends **EFFECTIVE DATE:** August 1, 2026

About Us: Our Vision Statement

The Community Foundation *for* Muskegon County will be a leader in community philanthropy to "*Build a vibrant community with great opportunities for all*."

Job Summary: The Frauenthal Center is seeking a take-charge professional to oversee private and public events in a fast-paced environment. The candidate must be able to anticipate client needs and provide outstanding customer service. As an Event Supervisor/ House Manager, attention to detail and the ability to build positive relationships with guests and clients are a must. This job requires excellent interpersonal skills and high expectations for quality.

This is a part-time hourly position with a starting wage of $17/hour—varied hours; days, nights, and weekends.

Essential Functions:

Provide all guests with a positive impression of the Frauenthal Center by offering superior, individualized guest service. Responsibilities will include:

1. Problem-solve by addressing any issues that may arise
2. Supervision of bartenders, concessionaires, and volunteers
3. Serve as the primary contact point for clients, vendors, and part-time staff members
4. Complete detailed reports concerning how the event went
5. Play an active role as timekeeper of the schedule/timeline
6. Handle cash responsibly and accurately
7. Participate in financial reconciliations
8. All other jobs/duties assigned by Frauenthal administrative staff

Knowledge, Skills, and Abilities

- **Our ideal candidate will possess:**
    - Responsible and accurate cash handling
    - Excellent communication skills
    - Flexibility and ability to prioritize

- Attention to detail and strong follow-through skills
- Ability to work both independently and in a team-based environment
- 2 years exceptional customer service
- Supports the mission, vision, and strategic goals of the Frauenthal Center and Community Foundation for Muskegon County to serve both internal and external customers
- Follows and supports Frauenthal Center policies and procedures
- Embraces and supports the Frauenthal Center and Community Foundation philosophies related to diversity, inclusiveness, anti-racism, and equity
- Conducts self in a professional manner and represents the organization well
- Always maintains appropriate professional appearance
- Maintains confidentiality

To apply to Community Foundation for Muskegon County by August 25th.

Work Environment and Physical Requirements:

The work environment and 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required, sometimes for extended periods, to stand or sit. This role routinely uses standard office equipment such as computers, phones, multi-function machines, and filing cabinets. The employee is occasionally required to climb stairs; use hands to type, finger, handle, or feel; reach with hands and arms; balance, stoop, kneel, or crouch; and get in and out of vehicles. The employee must occasionally lift and/or move small or large objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

This position requires pouring and serving alcoholic beverages, including beer, wine, and liquor. The employee must follow all applicable laws regarding alcohol sales. The employee must also be a) over 18 years old, or b) 17 years old and have completed an approved training course.

EEO Statement:

The Community Foundation for Muskegon County prohibits discrimination and harassment of any type on the basis of race, color, religion, age, sex, national origin, disability status, genetics, military status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

The Community Foundation for Muskegon County is committed to the full inclusion of all qualified individuals. As part of this commitment, the Community Foundation for Muskegon County will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the CFO or their designee.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.