



SOUTHERN OREGON  
HISTORICAL SOCIETY

## Application Cover Letter

Please submit a cover letter with your application in which you describe why you believe you would be well-suited to fill this vacancy.

You can either attach your letter to the PDF application packet or, if it is easier, you can submit your cover letter separately by emailing it to [employ@sohs.org](mailto:employ@sohs.org).

# Event Assistant

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HISTORICAL SOCIETY

**MISSION:** To make history come alive by collecting, preserving, and sharing the stories and artifacts of our common heritage.

**POSITION TITLE:** Event Assistant  
**STATUS:** Part-time, \$20/hr, hourly, temporary  
**REPORTS TO:**  
**SUPERVISES:** Executive Assistant

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## DUTIES AND RESPONSIBILITIES

1. Serve as greeter for guests and vendors and provide clear and concise directions to rental guests / vendors regarding the set-up and use of the property during their event.
2. Maintains clear and discrete presence at events, providing assistance as needed in regarding facility issues; direct as needed; point of contact for vendors and renters.
3. Supervise renters set-up and tear-down and clean-up of event facilities per their rental agreement.
4. Conduct thorough visual inspections before, during and after events to insure appropriate protection of facilities and personnel. Identify potential safety hazards or misuse of property in a prompt manner and resolve with renter.
5. Represent SOHS with integrity, respect for others, and in a professional manner.

## **EDUCATION AND EXPERIENCE**

1. Direct customer service or hospitality experience is preferred.

## **SKILLS AND ABILITIES**

1. Must be able to stand and walk for long periods of time.
2. Must be reliable and able to work Friday, Saturdays and Sundays as scheduled and some summer holidays
3. A valid driver's license is required.
4. Professional appearance and demeanor. Friendly and courteous at all times.
5. Ability to follow instructions and work independently.
6. Ability to work outdoors with moderate exposure to outdoor temperatures in moderately quiet to noisy volumes including irregular hours on weekends.

**BACKGROUND CHECK:** The Southern Oregon Historical Society (SOHS) strives to provide a safe study, work, and living environment for its staff, volunteers and visitors. To support this environment and comply with applicable laws and regulations, SOHS conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of SOHS, it is reasonable and prudent to do so.

**EEOC:** SOHS is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. SOHS is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Oregon State laws, regulations, and executive orders regarding non-discrimination and affirmative action.



**SOUTHERN OREGON  
HISTORICAL SOCIETY**

**Employment Application**

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
 \_\_\_\_\_  
City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO  Birthdate \_\_\_\_\_

If yes, explain: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**References**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

## Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You may submit your completed application by email to [employ@sohs.org](mailto:employ@sohs.org)

OR

By US Mail addressed to:

Employment  
Southern Oregon Historical Society  
106 N. Central Ave., Medford OR 97501