

## **WEEKEND HOSPITALITY MANAGER**

**KEMPER CENTER, INC.  
6501 - 3rd Avenue  
Kenosha, Wisconsin 53143  
(262)925-8040**

**Part-Time - \$15.00 Hourly**

**Position requires individual to be on-site Saturdays and Sundays. On occasion, additional hours may be required.**

**Individual should be detail-oriented, possess strong communication and organizational skills and be able to multitask.**

**Job Description: Responsible for coordinating and managing Kemper Centers weekend events & activities.**

**Responsibilities also include, but are not limited to:**

- ❖ Meeting with potential clients to discuss options & tour facility; finalizing details; preparing contracts.**
- ❖ Be lead for all weekend on-site events;**
- ❖ Coordinate with Executive Director and Administrator regarding major annual Kemper events;**
- ❖ Manage Hospitality Aides assisting with events;**
- ❖ Liaison w/vendors on event days; i.e., Bakery & florist deliveries; DJ setup, etc.**
- ❖ Prepare event closeout paperwork.**
- ❖ Open/Close Anderson Arts Center and Durkee Mansion and assisting Volunteers during those times.**
- ❖ Knowledge of Microsoft Office.**