

Emmanuel Episcopal Church has been serving the urban community of greater Boston as a dynamic center for spiritual discovery and renewal since 1860. We explore Christian tradition and foster inquiry through the celebration of liturgy, music and the arts. We strive for justice and peace. Emmanuel Church welcomes all people without exception to our Eucharistic table. We honor individuals of every age, gender, ethnic heritage, sexual orientation and religious background, and we respect the dignity of every living being.

As an outgrowth of its mission, Emmanuel Church supports the work of numerous religious, social service, and artistic organizations, many of which are vital to the health and spiritual wellness of the City of Boston. We provide space for meetings, concerts, events and functions, some of which occur on a weekly or biweekly basis, others annually, and some as one time events. We also provide space for weddings and memorial services, both for those from within the parish and beyond.

Part-Time Position: Event Sexton

Event Sextons at Emmanuel work under the direct supervision of the events administrator to provide staff support for programs and events, as well as weekly, biweekly, and annual religious services for Emmanuel Church and Central Reform Temple. Events include wedding ceremonies, concerts, and the occasional fashion show! As representatives of Emmanuel Church to the wider community, event sextons are ministers of hospitality, creating a welcome, secure, and pleasant environment for event coordinators and participants.

Qualifications

The successful candidate will have at least a high school diploma or equivalent, 1-2 years experience (paid or volunteer) in a service capacity, excellent interpersonal, communication, and time-management skills, the ability to receive and send prompt scheduling e-mails, and the capacity to receive oral instructions and effectively prioritize multiple requests from event coordinators and event participants. Please note that this position requires the physical ability to lift furniture weighing up to 30 lbs unassisted.

The ideal candidate will, in addition to the above, have some experience working in an urban community service setting with a wide variety of individuals, including those who are homeless. Experience working in a church environment is helpful but not necessary.

Key Responsibilities

- Ensuring that the building, and especially the space in which the event is being held, is tidy and in good order prior to the start time of the event as well as after it is finished. This may include trash removal, some spot sweeping, and cleaning up after “emergencies” such as spills, etc. (Daytime custodial staff provide regular cleaning four times per week).

- Support the preparation of the space prior to the event by locating and arranging tables and chairs, turning on lights, unlocking and opening doors, indicating the locations of restrooms, etc.; deconstructing the space afterward at the direction of the events administrator
- Maintaining the security of the building during the event by exercising vigilance and monitoring who is in the building and for what purpose. Frequently, there is more than one event happening at the same time at Emmanuel. If one event is disruptive to another (for example, noise levels), it is the event sexton's role to mediate between these groups to arrive an appropriate solution.
- Communicating calmly, politely, and effectively with event coordinators and guests and taking a proactive role in the "behind the scenes" success of each event.

Hours and Compensation

Compensation is \$25 - \$30 per hour depending on the nature of the event, number of participants, and size of the space.

Work schedule varies from week to week depending on the events scheduled on the Emmanuel Church building calendar. The vast majority of events are scheduled about one month in advance and occur in the evenings, and on Fridays, Saturdays, and Sundays. The events administrator sends out a calendar of all available shifts at the beginning of each month to the entire Event Sexton team, and event sextons may choose to work any events for which they are available. Assignment of shifts is at the discretion of the events administrator, though every effort is made to accommodate shift requests.

This is an ideal position for those seeking supplemental income with an interest in working evenings and weekends.

Preference will be given to candidates willing to make a commitment for 1-2 years. To apply for this position, please send a letter of introduction, resume and list of three professional references attention to Robb Scholten at info@emmanuelboston.org.