



INDEPENDENT CONTRACT POSITION DESCRIPTION

JOB TITLE: Community Events Assistant
REPORTS TO: Community Programs Manager
Hours: Part-time, 10-40 hours per month
Pay: \$25-\$30 per hour contract rate

ORGANIZATION BACKGROUND

Lakewood is one of the most distinguished and progressive cemeteries in the nation — a Minnesota landmark renowned for its history, art, and natural beauty. As a nonprofit serving families for over 150 years, Lakewood remains devoted to its founding mission, while actively reimagining the role of a cemetery in modern life. While much is changing in the world, we are steadfastly committed to the act of memorialization — recording the details of human lives and creating comforting touchstones where people can go feel closer to those they have lost. Additional information can be found online at www.lakewoodcemetery.org.

POSITION DESCRIPTION

Lakewood is looking for a part-time contractor to help us with our growing and evolving events and programming. This person will be working alongside our community programs manager to help with the planning and execution of 70+ events per year ranging from small workshops and talks to large-scale community events. This will primarily include administrative tasks related to events and day-of event coordination. There may be other opportunities available based on your interests, goals, and background.

RESPONSIBILITIES

Administrative Tasks:

- Entering events on Eventbrite and Lakewood's website
- Assisting with research for future events
- Reaching out to instructors, hosts, and performers for contracts and other necessary information
- Assisting with event ticketing as needed
- May occasionally be asked to assist with scheduling for volunteers and event staff

Day-Of Events:

- Overseeing check-in and ticketing
- Serving as an onsite contact for Lakewood events staff and volunteers
- Assisting with tent setup and preparation ahead of large-scale events
- Ensuring volunteers and event staff have all brochures, flyers, supplies, etc. for events
- Give welcome remarks as a representative of Lakewood as needed



- May be asked to lead guided history tours (with a script)
- Assist with memorialization and art activities – ensure supplies are well stocked
- Other duties as needed

IDEAL SKILLS AND QUALIFICATIONS

Required Qualifications:

- Proven background in event logistics and planning – venue or community event management is a plus
- Strong customer service skills
- Excellent verbal and written communication skills
- Comfortable with public speaking in front of small groups
- A home office with access to a computer and printer/scanner
- Experience or familiarity with Microsoft suite
- Flexible schedule to accommodate evening and weekend events
- Ability to lift and move up to 50lbs
- A valid driver's license

Desired Qualifications:

- Proficiency in Eventbrite and Wordpress
- Experience with audio-visual equipment
- Previous experience in social media content creation
- Interest/experience/knowledge in the field(s) of death, dying, grief and/or memorialization
- Experience in group facilitation for grief and memorialization – if comfortable, we would love to have this role serve as host/moderator at Lakewood events such as Death Café and Book Club

WORK SCHEDULE

This is a flexible hybrid position with all administrative tasks done remotely, and all on-site event tasks done at Lakewood. Hours will vary week-to-week; 10-40 hours per month. You must be available on Memorial Day, and for several of our larger-scale Seasonal Celebrations throughout the year. Many of our events are weekday evenings and Sunday mornings/afternoons. Sunday availability is required.

COMPENSATION

\$25 – \$30 per hour contract rate depending on experience.