

## JOB DESCRIPTION



# The Church of the Epiphany

an Episcopal Church in Downtown Washington, DC

## EVENT SEXTON (Setup & Security Associate for After-Hours Events)

The Event Sexton oversees security and facilitates setup/breakdown for events that take place when regular church staff are not present. The Event Sexton ensures proper care and safety of the church property and the people within, and facilitates the successful execution of events by their organizers.

**Most events take place in the evenings and on weekends.** They include music rehearsals, performances, weddings and more.

**This is a part time, hourly position. Hours are variable and therefore not guaranteed.** Pay is commensurate with experience.

**This position is one of trust and responsibility.** Three years of similar experience are requested. References and background checks are required.

Duties include:

- Regular use of *Google Calendar* and *Gmail*
- Assisting with the orderly and timely entry and exit of guests
- Providing security assistance for events if needed
- Cleaning and preparing the church ahead of the event or service, including stocking restrooms
- Admitting event participants (musicians, wedding party, etc.) into the building, and providing direction as needed
- Assisting with space set up for the event, such as arranging chairs, piano, etc., unlocking doors as needed, or setting up canopies and chairs for outdoor events
- Maintaining and monitoring church equipment, rooms and property used for events
- Assisting event organizers with unusual or unforeseen circumstances to ensure a successful event
- Ensuring the church is secure, clean and back in order after events
- Conducting orientations for groups arriving to use the Epiphany Mission Center
- Occasionally assisting with setup on Sunday mornings in advance of worship service

Please email resume and cover letter to [info@epiphanydc.org](mailto:info@epiphanydc.org) with subject "*Event Sexton Position.*"

**The Church of the Epiphany**

1317 G Street NW, Wash., DC 20005

[www.epiphanydc.org](http://www.epiphanydc.org)