

Part-Time Event Assistant

Sixth & I is seeking part-time **Event Assistants** to assist with the preparation and execution of Talks & Entertainment, Jewish Life, and rental events, primarily during evenings and weekends.

Essential Duties and Responsibilities:

- Act as a representative of and provide accurate information about Sixth & I
- Ensure the enforcement of Sixth & I's event policies
- Facilitate efficient check-in procedures
- Troubleshoot ticket issues and discrepancies
- Sell tickets and merchandise
- Provide support to virtual attendees during hybrid events
- Assist attendees who are participating in pre-event and post-event opportunities
- Perform other duties as assigned

Qualifications:

- Customer service oriented.
- Adaptable and responsive to evolving needs throughout the course of an event.
- Experience operating Tessitura ticketing software strongly preferred.
- Able to stand for long periods of time, lift up to 25 pounds, and walk up and down stairs without accommodation.

Hourly rate: starts at \$17.95

How to Apply: Complete an application form [here](#) and send a resume to jobs@sixthandi.org with your name and "Event Assistant" in the subject line by Monday, July 6. We will be in touch with candidates about opportunities to interview by Friday, July 10. No phone calls please.

Sixth & I is an equal employment opportunity employer. Systemic inequities in hiring have caused many women, people of color, and LGBTQ+ people to apply to jobs only if they meet 100% of the qualifications. If you don't have all of the qualifications listed but are extremely organized, passionate about our mission, and believe you have applicable and transferable skills from other industries, we encourage you to apply for this job.

About Sixth & I:

Sixth & I is a center for arts, entertainment, ideas, and Jewish life in Washington, DC. We inspire more meaningful and fulfilling lives through an unexpected mix of experiences that embrace the multi-faceted identities of those we serve. Housed within a revitalized historic synagogue dating back to 1908 in the heart of the Nation's Capital, Sixth & I reimagines how culture, community, and Jewish life can enhance people's everyday lives. Across wide-ranging, thought-provoking, and accessible experiences, we celebrate the unexpected intersections between culture and spirituality and, in so doing, expand our sense of what's sacred.