

# [freegeek-social] [Fwd: [PCASC] Liberty Hall Event Coordinator Position Open]

**That Man Behind the Curtain** [richard at freegeek.org](mailto:richard@freegeek.org)

*Tue Jun 27 09:18:56 PDT 2006*

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----- Original Message -----

Subject: [PCASC] Liberty Hall Event Coordinator Position Open

Hi Everyone-

The Portland IWW and the Portland Central America Solidarity Committee recently moved into Liberty Hall (311 N Ivy).

These two organizations will be hiring an Event Coordinator to manage event rentals for the upstairs Hall. The position will only be open to a member of either the IWW or PCASC, and is a semi-volunteer position.

**\*Job Description:\***

The Liberty Hall Event Coordinator will be responsible for:

1. Advertising the use of the space for event rentals (including shows, weddings, funerals, conferences, etc)
2. Scheduling all events, and making sure space needs of the IWW and PCASC are prioritized
3. Making sure that all tenants are aware of events scheduled, and deal with conflicts if they arise
4. Managing event rentals, including dealing with use of kitchen space, set up and clean up of events, crowd control and noise-related stuff.
5. Making sure that the space is open to other community groups to hold events in, perhaps come up with a "community group" discount or something.

The Event Coordinator will report to the Liberty Hall Admin Body (composed of 2 IWW reps, 2 PCASC reps, and 2 reps from other Liberty Hall tenant groups-currently this includes Microcosm Publishing as well as the EC themselves) and will have a vote within the Body.

**\*Compensation:\***

This is still to be decided, the general scheme for compensation is as follows. Event Coordinator would receive 10% of revenue generate through rentals up to \$900. After \$900, Event Coordinator would receive a much higher percentage of the event rental revenue generated. To give an idea of how much this might come out to, the old Liberty Hall Collective, without too much work was generating on average \$950/month

in rentals. There is a huge untapped potential to rent the space out. In the month of June, there was a 2 day event that generated \$700 in revenue. The job is a semi-volunteer position, we cannot guarantee a wage (we are working to abolish the wage system) but there is potential to make decent money.

Please email a cover letter and resume to: [libertyhallportland at gmail.com](mailto:libertyhallportland@gmail.com)  
<mailto:[libertyhallportland at gmail.com](mailto:libertyhallportland@gmail.com)>  
Application deadline is July 6th, 2006, 5pm.

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These things must be done ... delicately!

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Richard Seymour, That Man Behind the Curtain

----- next part -----

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