



Doorman – Door Host for The Vintage Monkey

The Vintage Monkey historic facility is divided in two halves. One half is our motorcycle restoration shop which is a well-respected service facility with a niche in classic and antique motorcycles. The other half is our exhibit and event venue that features a classic motorcycle exhibit and architectural details from around the world.

About the position:

The doorman is the first face that every guest will see when entering the building for an event. By direction of the owner and event manager, the doorman will greet every guest with a smile and hello that enters the building. The doorman will open doors for guests and walk guests out to their cars when requested to do so. The doorman keeps a watchful eye on the exterior and interior surroundings making sure that guests and uninvited guests are properly taken care of.

The doorman is an unarmed person that needs to be savvy and swift in handling potentially bad situations with calmness and accuracy. The doorman is not intimidated by conflict or handling drunk or unruly behavior. Knowledge on how to check I.D's is a must, and maintain a guest list. The doorman is on their feet 100% of the time they are on duty. They are dressed clean and appropriate for every event. Dress typically consist of black shirt, black pants, black shoes and black tie. *The use of cell phones during any event is prohibited, unless there is an emergency.

Typical Duties, Responsibilities and Requirements:

Is friendly, kind, and savvy.

Able to cooperate with law enforcement when needed

Venue maintenance, cleaning and prepping when requested

Not afraid to get dirty

Ability to work under pressure, work quickly and efficiently is a must.

Ability to use a computer and the internet fluently.

Ability to lift up to 25lbs at a time.

Ability to use and climb a ladder up to 10'

Picking up inventory from local suppliers when needed.

Must be 21 years or older, able to drive and have own vehicle.

Ability to work with an upbeat attitude

Ability to work with crowds of up to 250 people at one time.

Working weekend is mandatory, and work schedules can change weekly.

Excellent written and spoken correspondence to clients and vendors

Quick decision making and impeccable people skills

Enforces all special events guidelines and procedures.

Provides logistical support

Oversees safety of guests, vendors, and staff

Monitors events, before and during, to ensure that all procedures are being followed correctly and that all guidelines relating to the protection and security of the exhibit is observed.

Assists on-site operations (i.e. other Vintage Monkey staff, janitorial, etc.) in moving equipment, i.e. stanchions, kiosks, signage, art/decor etc.

Oversees all set-up and break down activities, such as vendors, equipment set-up, coat check, janitorial and security, caterers, and entertainment.

Greet clients with enthusiasm and has high regard for client satisfaction

Assists in mediation of conflicts among guests, clients, vendors, staff, and emergency personnel by providing clarification and reiteration of Vintage Monkey policies and procedures.

Remains on site until events are finished and until break down and clean-up are completed. Directs caterers and vendors to be sure that Vintage Monkey is returned to original condition; performs walk through and final check.

Hours/days: Days will vary week to week, however, are typically Fridays & Saturdays as events are booked.

Pay/Benefits:

There is an initial 90-day probation period

\$15 per hour

Please submit your cover letter and resume to: TheVintageMonkey5@gmail.com

This position does NOT require motorcycle experience.