



Position Description for Events & Hospitality Associate

FLSA Classification:
PT/non-exempt

Salary Grade/Level: A11

Position Title: Events & Hospitality Associate (part time)

Reports to: Director of Events & Hospitality

Date Created/Revised: February 2026

Salary Range: \$18/hr.

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. The Seminary is affiliated with the Christian Church (Disciples of Christ). Located at the trinium of the Creek, Osage, and Cherokee Nations, and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street. Phillips is committed to justice initiatives and relational solidarity. We are committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

Summary/Objective:

The Events & Hospitality Associate supports the Events & Hospitality department in delivering a welcoming and well-organized experience for guests, visitors, and the broader Phillips community. This part-time position assists with public programming and the day-to-day operations of Bedford House, contributing to the seminary's mission of hospitality, community engagement, and relational solidarity.

Essential Functions:

- Greet and check in guests arriving at Bedford House, ensuring a warm and professional welcome consistent with the seminary's values of hospitality and inclusion.
- Manage guest check-out procedures, including confirming departure, collecting keys or access materials, and ensuring rooms or spaces are properly vacated and reported.
- Respond promptly and professionally to internal and external inquiries regarding Bedford House accommodations and public programming, providing

accurate information and directing questions to the appropriate staff as needed.

- Assist with maintaining and updating the reservation system for public events and Bedford House, including processing bookings, confirming reservations, tracking availability, and communicating relevant details to guests and departmental staff.
- Monitor and restock supplies in guest rooms and kitchen areas on a regular basis, ensuring adequate inventory of essentials and communicating replenishment needs to the Director of Events & Hospitality.
- Coordinate with housekeeping staff to communicate guest schedules, room readiness needs, and any special requirements, ensuring Bedford House is clean and prepared for arrivals.
- Liaise with security personnel regarding guest access, building hours, and any safety concerns related to Bedford House and public events.
- Assist with the setup, breakdown, and logistical support for public and internal events and programming, including arranging furniture, signage, catering, materials, and audiovisual equipment as needed.

(Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.)

Competencies:

- Strong interpersonal and customer service skills, with a welcoming and professional demeanor.
- Effective written and verbal communication skills, including the ability to respond to inquiries in a timely and professional manner.
- Ability to collaborate effectively with housekeeping, security, and other departmental staff to ensure smooth operations.
- Attention to detail and organizational skills, with the ability to manage multiple tasks in a fast-paced events environment.
- Adaptability and problem-solving skills in a dynamic, public-facing environment.

Supervisory Responsibilities:

- This position has no supervisory responsibility.

Work Environment:

This position requires an independent and creative self-starter with great attention to detail. The work environment requires self-management and must be conducive to productivity with timely response to Phillips employees and supervisor.

Physical Demands:

This position requires standing, walking, and light physical activity associated with event setup and breakdown, including moving chairs, tables, and event materials. Some lifting (up to 30 lbs) may be required. The ideal candidate must be able to

complete all physical requirements of the job with or without a reasonable accommodation.

Position Type/Expected Hours:

This is a part-time, non-exempt position. Hours will vary based on event schedules and Bedford House needs. Evening and weekend hours are regularly required to support public events and programming.

Travel:

Minimal travel required. This position is primarily on-site at Phillips Theological Seminary and Bedford House.

Required Education/Experience:

- High school diploma or equivalent required; some college coursework in hospitality, event management, communications, or a related field preferred.
- Minimum of one (1) year of experience in a customer service, hospitality, front desk, or events support role.
- Experience working in a higher education or nonprofit setting preferred.

Preferred education/Experience:

Associate's or bachelor's degree in hospitality management, event planning, communications, or a related discipline. Prior experience coordinating with vendors, housekeeping, or security personnel in a hospitality or event setting.

EEO Statement:

Phillips is an Equal Opportunity, ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church. Phillips Theological Seminary is an equal employment opportunity employer who complies with all federal, state, and local equal employment opportunity laws. The Seminary does not discriminate against employees or applicants based on race, color, national or ethnic origin, alienage and citizenship status, marital status, age, sex, gender (including gender identity and expression), sexual orientation, genetic information, pregnancy, disability, military status, or religion. The Seminary's commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

Signature:

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____ **Date:** _____