

**VILLAGE OF LANSING, IL**  
Seasonal Venues – Contractual Services

**The Village seeks to contract with individuals or entities to provide the following services at its Fox Pointe, Ford Hangar, and Lansing Sports Complex.**

**TITLE:** Event Ambassador

**REPORTS TO:** Director of Venue Operations or designated supervisor

**RATE OF PAY:** \$17 per hour

**DATE REVISED:** 2/5/2026

**GENERAL QUALIFICATIONS:**

Must have excellent customer service skills and a willingness to communicate with the public in a positive manner. Be able to effectively assist and monitor guests in and around Village of Lansing event venues. Must also be able to perform light maintenance tasks related to venue cleanliness as well as offering concession service during events. Some assistance of security staff may be necessary at times.

**TECHNICAL QUALIFICATIONS:**

- Applicants must be at least 18 years of age to apply.
- High school diploma/GED is required.

**GENERAL FUNCTION:**

Services to be provided are to act as an ambassador to the venue; assisting with preparation, event-in-progress, and closing procedures for events held at Village of Lansing entertainment and event venues.

## **SPECIFIC DUTIES/RESPONSIBILITIES:**

- Assist guests by providing directions and guidance in and around Village venues.
- Monitor guests at entrance and exit points throughout the venues.
- Perform routine bag checks of guests at select entrance points.
- Enforce rules and regulations for guest behavior during venue events.
- Ensure the venue remains safe and clean, including light maintenance on the grounds.
- Assist all concessionaires during events.
- Restrict non-authorized personnel from entering designated stage or other secure areas.
- Conduct routine restroom inspections and supply checks during events.
- Maintain professionalism at all times
- Perform miscellaneous assignments as directed by supervisors.

To receive consideration, please complete the employment application found at the link below, save it as a .pdf or MS Word document, and send it to Delores White at [dwhite@villageoflansing.org](mailto:dwhite@villageoflansing.org) and Ken Reynolds at [kreynolds@villageoflansing.org](mailto:kreynolds@villageoflansing.org).

[Click here for job application link](#)

The Village of Lansing is an equal opportunity employer. As such, the Village does not discriminate in employment with regards to race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military service, veteran status or any other characteristic protected by law.