



Job Vacancy Announcement

- Position:** Director, Administration & Guest Services,
Ebony Pyramid Entertainment (EPE)
- Department:** Office of the Vice President
for Administration & Finance
- Duration:** Part-Time (1-10 hours weekly) &
Full-Time during EPE major events
- Positions:** 1 (one)
Reside Anywhere in the USA
- Application
Deadline:** Until Filled
- Prerequisite:** Must have planned or had a key role in planning the operations of a LGBTQ major/special event. The ability to multi-task and work in a high pace environment is a must. The candidate must also possess strong oral communication skills. Commitment and dedication to the mission and success of EPE is a priority.
- Compensation:** There is no cash compensation for this position. Compensation may include:
- Transportation Cost to EPE events
 - Hotel Lodging
 - Cruise or Venue Lodging
 - Compensation from Event Sales

Major Duties:

Duties include (but not limited to):

- Fully and Actively Promote EPE Events
- Conduct Routine Outreach with Promotional Materials
- Become a Co-Host on All EPE Social Media
- Repost All EPE Social Media
- Send A Weekly Social Media Post About the EPE Events
- Primary Contact with Guests During EPE Events
- Assist with EPE Administrative and Operational Activities

How To Apply:

To apply for this position, complete the online application.