



NOW HIRING

GUEST EXPERIENCE REVENUE ASSISTANT

OID INN EVENT CENTER | OVID, MICHIGAN

The Ovid Inn Event Center is a vintage retreat space on Main Street designed for group gatherings, weekend stays, and unforgettable events. As we grow, we're looking for someone who can support guest experiences and help drive new bookings. This is not a typical job. It's for someone who takes pride in doing things well—and enjoys wearing multiple hats.

RESPONSIBILITIES:

GUEST EXPERIENCE & OPERATIONS

- Prepare the Inn for incoming guests (light staging, final checks, restocking)
- Ensure cleanliness standards are met after professional cleaning
- Assist with event setup (tables, layout, basic décor)
- Support guest communication when needed
- Maintain a warm, welcoming environment

REVENUE & BOOKING GROWTH

- Actively identify & pursue booking opportunities
- Reach out to local businesses, event planners, and organizations
- Promote the Inn through social media, word-of-mouth, and community
- Generate leads that convert into paid bookings
- Contribute ideas that turn into real revenue

COMMUNITY DEVELOPMENT

- Bring new people into Ovid
- Grow a unique Main Street destination

WHO THIS IS FOR:

- SELF-MOTIVATED — you don't wait to be told what to do
- INDEPENDENT — you can figure things out and take ownership
- CREATIVE — you see opportunities others miss
- DETAIL-ORIENTED & PARTICULAR — high standards matter to you
- CHARMING & PERSONABLE — you represent the brand naturally
- PROUD OF YOUR APPEARANCE — polished, put-together, professional
- Someone who enjoys people

THE WAY YOUR BRAIN WORKS MATTERS:

- Thrives while juggling multiple projects at once
- Enjoys switching between tasks throughout the day
- Can balance logistics, creativity, and people all at the same time

THIS ROLE IS NOT A GOOD FIT IF YOU:

- Prefer to complete one task at a time before moving on
- Need constant direction or structure
- Are uncomfortable with variety or unpredictability

SCHEDULE, COMMISSION & PAY:

- Part-time, flexible hours based on bookings
- Hourly pay + commission on booked revenue
- Growth potential as the business expands

HOW TO APPLY:

We're looking for thoughtful, serious applicants. Send us an email with subject line APPLICATION to: jennifer@ovidinn.com. (*Please do NOT message us on Facebook to apply.*) Qualified candidates will be invited to a face-to-face conversation.

- Your name and contact information
- Your availability
- A detailed explanation of why you're a strong fit for this role
- Any relevant experience (hospitality, sales, events, or similar)
- Examples of how you've taken initiative or created results in past roles
- Resume

THANK YOU ALL FOR YOUR CONSIDERATION!

JENNIFER & STEVE, OWNERS, OVID INN