



JOB DESCRIPTION

Job Title: Event Staff

FLSA Status: Non-Exempt

Administrative Relationship: Supervisor: Event Coordinator

Nature of Position: This position is responsible for providing operational functions before, during, and after events in a team setting. The employee will assist with site set up, take down, monitoring and enforcement of museum rules. The employee must understand the Museum's desired image and conduct themselves in a professional manner at all times.

Primary Responsibilities:

- Have a full understanding of the objectives of the event including assignments, guest needs, and monitoring procedures
- Continually monitor all areas of the Museum (restrooms, gallery, rotunda, etc.) to ensure the best representation and be aware of and handle issues of safety
- Set up each gallery as per floor plan and event details with, but not limited to, tables, chairs, décor, linens, beverages, food, place cards, and trashcans
- Build and maintain a professional relationship with clients, guests, vendors and co-workers being cooperative and helpful with any last minute details or needs
- Assist with parking when needed
- Fully participate in all set ups and tear downs
- Restore the Museum after the completion of events to ensure the museum is presentable to the public
- Ensure the safety of the collection by monitoring the galleries during events, keep food, beverages and catering items away from cars and displays.
- Monitor caterers, DJ, photographers and any other vendors involved with each event to ensure they are following Museum policies

Other Duties

- The responsibilities of the Event Staff Lead's position will continue to grow as the need arises. The employee must accept any new tasks and duties as assigned in an effort to support Museum and its objectives
- The employee is expected to support all aspects of Museum activities and programs and will regularly assist others with their responsibilities in an effort to serve guests and assure the mission of the Museum
- The employee is expected to maintain a satisfactory level of professionalism while performing their duties
- The employee is expected to take the appropriate initiatives necessary to fulfill the responsibilities of their position
- The employee is expected to be adaptable to different assignments, responsibilities, and ideas
- The employee is expected to work effectively as a team member in an effort to fulfill the Museum mission
- The employee is expected to lead effectively when necessary

Physical Demand

- The physical demands are representative of those that must be met by an employee to successfully perform the responsibilities of this position
- While performing the task, duties and responsibilities of this position, the employee is required to talk, hear, sit, stand and walk up to one mile
- This position will involve the ability to use hands, reach with hands and arms, stand, kneel and balance.
- Specific vision abilities required by this position include close and distance vision, color, depth perception and the ability to adjust focus
- The employee must be able to frequently lift and/or move up to 50 pounds, stand for long periods of time, and walk up to several miles during an event

Education, Experience & General Expectations:

- High School education (equivalent work experience considered)
- Ability to effectively communicate (verbally and written) and effectively interact with internal and external individuals
- Ability to be proactive, creative, take initiative and operate independently
- Define and solve problems while dealing with a variety of situations where limited standards exist
- The employee is expected to maintain a satisfactory level of professionalism while performing duties
- The employee is expected to take the appropriate initiatives necessary to fulfill the responsibilities of the position
- The employee is expected to adapt to different assignments, responsibilities and ideas

Work Environment

- The work environment characteristics are representative of those an employee will encounter while performing the essential functions of this position
Reasonable accommodations may be made to enable individuals to perform the essential functions of this position
 - The noise/smell level in the work environment is usually low to moderate depending on event or exhibit changes
 - Dress is generally reflective of Museum industry standards and can change depending on type of event
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The AACA Museum operates under "At Will" employment. This means that the employee may resign from their position with or without notice and with or without causes. Similarly, the AACA Museum holds the right to dismiss the employee at any time for any reason or for no reason with or without notice. At no time does any of the AACA documentation, including, but not limited to application, handbook, offer letters, job descriptions or evaluations represent an employment contract between the employee and the AACA Museum. The AACA Museum does not utilize oral agreements concerning employment. Agreements concerning employment will be placed in writing and must be approved by the Executive Director and/or Human Resources Manager.

Information available to the employee while performing the task, duties and responsibilities of this position may be considered extremely sensitive. The employee is required to perform the work related to this position at the highest level of professionalism and consider all information directly related to the Museum as confidential.