

Description:

Position: Assistant Building Specialist
Reports to: Manager of Event Operations

The Assistant Building Specialist will assist with facility rental operations, evening events, and other Operations needs at the Detroit Historical Museum and Dossin Great Lakes Museum. Hours for the position will vary based on when events are scheduled, but advance notice of scheduling will be given. Compensation is \$9.00 per hour. This is a part-time position at 10-20 hours a week.

Position Description:

- Work with other Operations personnel to successfully execute events at the Museums.
- Assist with deliveries, teardown, setup, cleanup, guest concerns, and other Operations needs related to special events and facility rentals.
- Ensure that the museum is presentable at all times, including hourly cleaning of restrooms and areas being utilized, changing light bulbs, and sweeping, mopping and other cleaning as needed.
- Support the Manager of Event Operations, Event Operations Coordinator, Visitor Services Associates and other employees at the Museums.
- Report any operational issues as they arise.
- Supervise visitors and guests and maintain the Museums as safe, family-oriented environments.
- Participate in meetings with Operations team.
- Complete other duties as assigned.

Desired Qualifications:

- High School Diploma or G.E.D. credential required; college or other advanced education preferred.
- Customer service experience is a necessity, with the priority given to the visitor in most situations.
- Must be able to lift at least 25 pounds.
- Outgoing, helpful personality with a “can-do” attitude.
- Ability to remain focused and calm during emergency situations.
- Must be extraordinarily dependable and have access to a reliable means of transportation.
- Must pass a background check.
- First Aid/AED/CPR certification a plus.

Please forward resume to:

marcusc@detroithistorical.org

Marcus Craig
Manager of Event Operations
Detroit Historical Society
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No phone calls, please.