

**DETROIT  
HISTORICAL  
SOCIETY**



**Job Title:** Associate Event Manager  
**Department:** Facility Rentals  
**Reports to:** Event Operations Manager

The Associate Event Manager will play a key role in leading the planning and execution of events with facility rental clients and for internal museum staff. This includes conducting meetings with clients/staff and vendors to finalize event floor plans, timelines, vendor arrivals, and leading a team to execute the setup, flow, and teardown of events. This role will also provide coverage for events that need more than one manager and for gaps in part-time event staffing.

Additionally, this role will provide event management for all internal museum events and will manage the equipment lists for both museums. This includes working with internal museum staff to execute their events and doing weekly checks of the event furniture and a.v. equipment to be sure nothing is broken or missing.

A successful candidate must possess strong customer service skills, a sense of personal responsibility for the success of events, and strong communication skills with clients and museum staff.

**Primary Responsibilities:**

- 5 years of experience as a server in a fine dining or hospitality environment and at least 2-3 years in event planning and execution.
- Must have a good understanding of how other departments within the museum operate.
- Must be available to work evenings and weekends and must have regular availability for office hours.
- Ability to lead a team in executing event setup and tear down under time restrictions and to keep the team productively engaged throughout an event.
- Experience working with caterers and other event vendors to ensure an event is successful.
- Ability to remain calm and focused in emergency situations and to implement emergency procedures.
- Proficient in using basic a.v. equipment
- Good judgment and a cheerful and tactful demeanor.

- Outgoing personality with an ability to find solutions in all situations.
- Must be able to work independently but also as a key member of the event sales and operation team.
- Able to anticipate client needs and to respond promptly to concerns throughout the event.
- Strong communication skills with clients and event operations staff.
- Ability to lift 50 lbs.
- Physical ability to lead and execute event set up and tear down
- Able to pass a background check
- First Aid/AED/CPR certification a plus (this can also be obtained once an applicant is hired)
- Must have reliable transportation.