



**Job Title:** Event Operations Specialist

**Department:** Development & Communications

**Reports to:** Event Operations Manager

History saved and preserved is the foundation for strong, vibrant communities and future generations. The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories -- of the city and its region -- to find their place in the present and inspire the future for almost 100 years. Located in Detroit's cultural district, The Society administers and develops exhibitions and programming for the Detroit Historical Museum and Dossin Great Lakes Museum. The team cares for more than 250,000 artifacts in its collection, relying upon a staff of over 50 individuals to help bring Detroit's stories to life.

The Event Operations Specialist is a part-time position that works under the manager on duty's supervision to execute event set up and tear down in a timely and professional manner, assist with A.V. equipment, and provide excellent customer service throughout the event. The Event Operations Specialist will also aid vendors and ensure the cleanliness of the facility throughout the event

To be successful in this position a candidate must be punctual, helpful, energetic, dependable, and able to follow instructions accurately. This position requires minimum availability of 10 hours per week and has the potential to be scheduled for up to 29 hours per week. Weekend and evening availability is required.

### **Primary Responsibilities**

- Must take direction from the Manager of Duty to execute event set up and tear down in a timely and professional manner.
- Assist caterers and vendors with their load in and set up for facility rentals.
- Provide janitorial services throughout the event. This includes but is not limited to keeping restrooms clean and working, trash receptacles emptied, mopping up spills, changing light bulbs, and removing breakage during events.
- Anticipates client needs and responds promptly to concerns throughout the event.
- Supervise visitors and guests and maintain the Museums as safe, family-oriented environments.
- Assist with the running of museum owned A.V. equipment throughout events.
- Report any operational issues as they arise.
- Complete other duties as assigned.

## Qualifications

- High school diploma or G.E.D credential required; college or other advanced education in hospitality preferred
- 1 year of experience in a hospitality, event operations, or janitorial setting
- Must be available to work evenings and weekends and occasional weekdays
- Ability to remain calm and focused in emergency situations and to assist in implementing emergency procedures
- Possess a helpful and cheerful demeanor
- 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.

Please submit resume and cover letter to the Event Operations Manager at [dontezb@detroithistorical.org](mailto:dontezb@detroithistorical.org) no later than September 16<sup>th</sup>, 2019. Please, no phone calls.

## About DHS:

Stop working and start innovating! This is your opportunity to join a national leader in museum services. The Detroit Historical Society has a 100-year legacy of telling Detroit's stories and why they matter. Most recently, with the 50-year anniversary of the summer of 1967, DHS sought to commemorate the traumatic riots with a sensitive and inclusive narrative. Rather than just create an exhibition, DHS shepherded a community-wide collaborative project. *Detroit 67: Looking Back to Move Forward* captured the story and proved that the Detroit Historical Society is a safe place to convene for difficult conversations.

DHS is an Equal Opportunity Employer and we encourage a diverse pool of candidates to apply.