



Job Title: Associate Event Manager

Department: Facility Rentals

Reports to: Chief Strategy and Marketing Officer

Hourly: \$17 per hour

The Associate Event Manager has primary responsibility for executing events with facility rental clients. This includes conducting meetings with clients and vendors to finalize event floor plans, timelines, vendor arrivals, and leading a team to execute the setup, flow, and teardown of events.

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:

- Experience as a team leader managing a staff of at least 3 individuals through event sales, planning and execution.
- Strong computer skills.
- Strong background in customer service.
- Must be available to work evenings and weekends.
- 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 30 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.