

DETROIT HISTORICAL SOCIETY



Job Title: Event Operations Specialist

Reports to: Event Operations Manager

Hourly: \$12-\$15 per hour

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. This position also assists with A.V. equipment. Above all, the Event Operations Specialist provides excellent customer service throughout the event. The Event Operations Specialist will also 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. Occasionally, additional hours may be available. Weekend and evening availability is required.

Primary Responsibilities

- Must take direction from the Event Manager on 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
- Ability to lift to 40 lbs.
- First Aid/AED/CPR certification a plus (this can also be obtained once an applicant is hired)
- Must have reliable transportation.

New hires will begin at \$12/hr and are eligible to move to \$14/hr after 60 days. After one year, employees will be eligible for an increase to \$15/hr.

DHS complies with current COVID-19 government mandates and standards for facilities cleaning and social distancing and requires daily employee health screenings.

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

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