

Job Description: Events Crew

Under the direction of an assigned supervisor, this position is responsible for assisting with set up and/or clean up of the facility site and supervising rental groups of varying sizes. In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work
- Interact professionally with other employees, customers and suppliers.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Essential Duties:

- Strikes museum exhibits prior to event set up and/or returns all museum exhibits after event.
- Arrange tables and chairs and other furnishings according to floor plan.
- Monitor event guest to make sure no one is going into unauthorized area or damaging any exhibits
- Empty garbage cans throughout event.
- Check restrooms for cleanliness and re-stock supplies as necessary.
- Ensures all facility equipment is returned to its proper location pre-rental.
- Works effectively with supervisor during the event.
- Respond to customer inquiries, requests or complaints.

Minimum Qualifications:

- Must be at least 16 years of age.
- Ability to lift at least 50 pounds. (Some heavy lifting may be required).
- Good customers service skills.
- Ability to communicate effectively
- Able to work a flexible schedule that varies as needed for booked rentals.

Working Conditions:

PHYSICAL ABILITIES:

- Standing for extended periods of time.

Additional Information:

This position is an at-will position with no written or implied contractual agreement.