

CAVT Museums | Charles Allis & Villa Terrace Art Museums

Title: Event Services Staff

Type: Part-time (30 hours/week max), seasonal

Employed by: CAVT Museums, Inc

Employment Term: April-October, possibility to return annually

Pay: \$12 to \$15 hourly with potential for tips

SUMMARY:

The Event Rentals Department at the Charles Allis & Villa Terrace Art Museums is responsible for providing excellent customer service during event rentals which include; weddings, corporate events, and other celebrations.

RESPONSIBILITIES:

Primary responsibilities include, but are not limited to:

- Ensuring a positive experience for renters/guests by ensuring a safe and secure environment while following museum rules and regulations.
- Support guests and vendors with wayfinding through the facility.
- Event setup/take down along with any room transitions and resets.
- Working under the instruction of an event manager
- Ensuring the event spaces are clean and organized. Inspecting equipment, window/door fixtures, and exhibition spaces for any damage after events.
- Support in-house beverage service by clearing glassware & waste during the event.
- Effectively follow opening/closing procedures for each museum.

REQUIREMENTS:

- Some experience in the service industry that may include working in a restaurant in any position, a coffee shop, or other fast-paced environments.
- Availability to work weekends and nights. Most events take place Thursday-Sunday with the occasional event Monday-Wednesday.
- 18 years of age or older
- Exceptional interpersonal and communication skills with a friendly demeanor including conflict management skills.
- Physical stamina and high energy levels – The majority of the events are outdoors during the summertime. Ability to stand/walk for extended periods and lift 60 pounds or more.
- Excellent multitasking ability and attention to detail.