

HUNTSVILLE MUSEUM OF ART

Job Description: Part Time Special Events Assistant

Department: Facility Rental
Reports to: Special Events Manager
Classification: Non-exempt

Applicants: Send all Part-Time Special Events Assistant applications (resume, cover letter and three professional references) to Michelle Driggs at mdriggs@hsvmuseum.org. No smoking on Museum grounds. **Serious applicants only. Please, no phone calls.**

Job Details: Seeking a Part-Time Special Events Assistant at the Huntsville Museum of Art to work flex hours during nights, weekends and on an as-needed basis. Pay starts at \$13.00 an hour.

RESPONSIBILITIES AND DUTIES

The individual will assist the Special Events Manager in organizing set-up and take down of designated events at the Museum. Such events include, but not limited to, wedding receptions, corporate conferences, HMA exhibition receptions and private dinner parties hosted by the Executive Director. The candidate must be available to work designated evenings, weekends and week days. Work schedule will be set monthly.

REQUIREMENTS

- I. Must pass a pre-employment background check
- II. Must pass a pre-employment drug screening
- III. Must possess a valid driver's license and vehicle
- IV. Must be willing to work flexible hours
- V. Must be available during the high-season of November through December
- VI. Must demonstrate the ability to maintain self-control and professional demeanor
- VII. Must demonstrate the ability to work well with others and show a spirit of cooperation
- VIII. Must demonstrate a positive, team-oriented attitude
- IX. Must demonstrate the ability to work well under pressure and with crowds
- X. Must demonstrate a willingness to speak with visitors and project a positive impression of the Museum's exhibitions and programs to visitors
- XI. Having a creative and energetic outlook is a plus