

# **HUNTSVILLE MUSEUM OF ART**

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**Position:** Part Time Special Events Assistant  
**Department:** Facility Rental Department  
**Reports to:** Director of Special Events  
**Classification:** Part Time; Non-exempt

## **Position Overview:**

The Huntsville Museum of Art (HMA) is looking for an enthusiastic and professional Part Time Special Events Assistant to work flexible hours during nights, weekends and on an as needed basis.

The individual will assist the Director of Special Events in organizing, set-up and take down of designated events at the Museum, as well as serving food and drinks as needed. 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 weekdays. Work schedule varies and will be set monthly. Please do not apply for this position if you are unable to work flexible hours.

## **Company Overview:**

The Huntsville Museum of Art sits in Big Spring Park and works as a magnet for cultural activities. Founded in 1970 by city ordinance of the Museum Board of the City of Huntsville, the Museum serves Huntsville and Madison County's combined population of 420,000 residents. *The mission statement of the Museum is to bring people and art together through acquiring, preserving, exhibiting and interpreting the highest quality works of art.* The mission statement is based on two beliefs: An understanding that the arts enrich lives; and that visual ideas are best perceived, understood and enjoyed through first-hand experience of original artistic achievement.

*HMA is a non-smoking facility.*

Learn more about HMA at [www.hsvmuseum.org](http://www.hsvmuseum.org).

## **Responsibilities:**

- Assist Director of Special Events with the set-up and breakdown of all events, including clean up and parking needs
- Assist catering staff with food setup, delivery, dishes, and linens, as needed
- Ensure that all special events are organized and executed in a friendly and professional manner
- Engage with all Museum guests in a friendly and professional manner
- Always maintain a clean and professional appearance

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## **Requirements:**

- Must pass pre-employment drug testing and security background check
- Must possess a valid driver's license and vehicle
- Must pass the ABC Certified Responsible Vendor training and be able to serve alcohol at events
- Must be willing to work flexible hours
- Must be available during the high season of November through December
- Ability to work well with staff, volunteers, and clients
- Maintain a positive, team-oriented attitude
- Professional attire
- Have a creative and energetic outlook

*The above responsibilities are generalizations to describe the principal work functions of the job and shall not be considered as a detailed description of all work requirements that may be in the position.*

To apply for this position, email your resume to the Director of Special Events, Jennifer Goff, at [jgoff@hsvmuseum.org](mailto:jgoff@hsvmuseum.org).