



UMLAUF Sculpture Garden + Museum Job Posting

The UMLAUF Sculpture Garden + Museum values a diverse and inclusive workplace and seeks to reflect these values through our employee, contractor, and volunteer hiring practices. The UMLAUF hires qualified candidates based on merit and does not discriminate because of race, color, religion, sex, gender identity, national origin, age, disability, genetic information, or veteran status.

Position Title: Venue + Events Assistant
Position Type: Part-Time Employee
Hours: Approximately 15 hours per week. Schedule varies weekly based on event and site visit needs; evening and weekend availability required.
Reports to: Venue Manager
Hourly Rate: \$17.51 per hour
Benefits: This position qualifies for the Teladoc Plus + Mental Health benefit, which allows employees to connect on the phone, Teladoc app, or on a video call with a physician who can diagnose, treat, and write a prescription 24/7/365. Most Teladoc calls have no copay. In addition to general medical care, this benefit features mental health visits with a \$0 copay.
Location of work: In person at the UMLAUF (605 Azie Morton Rd. Austin, TX 78704)
Start Date: **ASAP**
Description: The UMLAUF Sculpture Garden + Museum seeks a dedicated and detail-oriented professional to serve as Venue + Events Assistant. This position supports the Venue + Events Manager in the areas of client relations, sales, event coordination, and venue operations. The ideal candidate will demonstrate strong organizational skills, a collaborative spirit, and an enthusiasm for providing excellent service to clients and community partners.
Deadline to Apply: 11/14/25

Job Responsibilities:

Event and Venue Support

- Assist with weekday venue rentals, providing on-site client support as needed.
- Serve as Manager on Duty during evening and weekend rentals during peak seasons.
- Conduct client site visits, including occasional weekend appointments.

Administrative and Operational Support

- Utilize Tripleseat Event Management Software to manage client inquiries, proposals, contracts, and event documentation.
- Complete weekly and monthly office tasks, including:
 - Monitoring and maintaining linen and rental equipment inventory.
 - Organizing supplies and equipment following UMLAUF events.

- Collecting and cataloging event photographs for marketing and archival purposes.

Event Coordination

- Support the planning and execution of UMLAUF-hosted events by:
 - Communicating event requirements with vendors and internal staff.
 - Procuring supplies, signage, and other event materials.
 - Preparing event spaces and materials in advance of scheduled activities.

Ongoing Projects and Maintenance

- Maintain accurate and current records for:
 - Competitor and market analyses
 - Preferred vendor lists and contact information.
 - Event supply inventory and organization.
 - Event photo galleries and marketing assets.
- Conduct site visits and respond to rental inquiries during the Venue + Events Manager's absence.

Required Qualifications:

- Flexible availability, including evenings and weekends.
- Responsible, reliable, and punctual work habits.
- Strong written and verbal communication skills.
- Ability to effectively communicate the value of the UMLAUF venue to potential clients.
- Demonstrated organizational, analytical, and problem-solving skills.
- Ability to lift up to 40 pounds.

Preferred Qualifications:

- Experience in the hospitality, events, or venue management industries.
- Proficiency in Microsoft Office Suite.
- Familiarity with Canva for design and marketing purposes.
- Experience using Tripleseat Event Management Software.

Interested candidates should submit the following documents to

Kristen.wilson@umlaufsculpture.org :

1. Letter of Interest
2. Resume
3. Contact information for three references.