



Weekend + Event Staff Job Description

Hours: Part Time, approx. 1-3 shifts/week

Compensation: \$17/hr

Reports To: Museum Manager and Venue + Events Manager

Start Date: As soon as possible

Description: Weekend + Event Staff serve as managers on duty for museum operations that occur outside of full-time staff's work hours. This includes managing the museum on weekends and overseeing the venue during private rentals (weddings, celebrations of life, corporate events, etc.). The ideal candidate is a responsible, people-person who can act as an ambassador for the UMLAUF. This is an ideal entry-level position for individuals interested in hospitality, the arts, museums, and events.

Responsibilities:

- On Weekends:
 - 10:30AM-4:15PM
 - Independently open and close the museum, ensuring security at the end of the day.
 - Operate and manage cash register and cash sales reports.
 - Educate visitors on the exhibitions, collection, and Charles Umlauf.
 - Monitor the gallery and grounds to ensure museum policies are followed.
 - Supervise and train volunteers.
 - Comply with all safety policies and procedures, ensuring the facility is safe, clean, and orderly for the visitor experience.
 - Occasionally assist at UMLAUF public programs.
 - When groups are using the UMLAUF's meeting room, make sure the space is ready and assist with questions or meeting needs.
- For Private Events:
 - 3:30PM-12AM or occasionally 6AM-12PM on weekends
 - Follow preparation procedures for load in of the event.
 - Greet and orient vendors as they arrive and depart.
 - Actively monitor events from setup through strike, ensuring that clients, vendors and guests are adhering to venue policies and procedures, and assist them with any troubleshooting or questions regarding the facilities.
 - Follow closing procedures at the end of each event, ensuring the facility is secured.
 - Comply with all safety policies, practices, and procedures. Report any and all unsafe activities to supervisor.
 - Address maintenance issues and oversee the proper storage and maintenance of equipment and supplies.

Qualifications (continued on 2nd page):

- Effective, efficient, and kind communicator with a broad range of individuals
- Confident working independently and as a leader of others
- Skilled using technology including point of sale systems, iPads, word processing, email
- Excellent problem-solving skills
- Punctual
- Strong attention to detail
- Ability to lift 40lbs.

- Comfortable standing, walking, bending, or stooping
- Hospitality or customer service experience preferred
- High School degree or GED equivalent

The UMLAUF is an equal opportunity employer committed to creating a diverse, equitable and inclusive environment.

To apply, please send a resume and cover letter to Bella Cheng, Museum Manager at bella.cheng@umlaufsculpture.org. Feel free to reach out with questions.