

# WEEKEND + EVENTS STAFF

## **JOB CLASSIFICATION**

Part-Time, hours are flexible

## **COMPENSATION**

Hourly, \$15/hour

## **DESCRIPTION**

The UMLAUF Sculpture Garden & Museum seeks a dynamic individual to oversee the museum and garden on weekends and during private events. This is a part-time position. The ideal candidate will greet visitors and assist in answering questions about the museum and the collection as well as act as the onsite liaison to clients, caterers, and vendors during private events. This is an ideal entry-level position for an individual who wishes to immerse themselves in art and nature.

Tasks include:

- Open museum to the public and close securely at end of shift
- Staffing of front desk; welcome visitors, take admission, ect.
- Provide visitors, clients, and staff with quality customer service and solutions
- Supervise Volunteers
- Open the facility and make sure it is in an orderly state prior to vendor/client arrival
- Actively monitor events from set-up through strike, ensuring that clients, vendors, and guests are adhering to venue policies and procedures, and assist them with any troubleshooting or questions
- Ensure that events begin and conclude according to the event contract and report about the event at its conclusion
- Follow closing procedures at the end of each event, ensuring the facility is secured

Qualifications:

- Effective and efficient communicator with a broad range of individuals
- Confident working independently as well as in a group
- Flexibility to adjust to dynamic work environment
- Comfortable with current technology including point of sale systems, word processing, email, and data entry
- Professional attire required
- High School degree or GED equivalent, prefer some college

## **TO APPLY**

Please submit a resume and cover letter to [megan.henderson@umlaufsculpture.org](mailto:megan.henderson@umlaufsculpture.org).

