Event Assistant
Albin Polasek Museum & Sculpture Gardens

Schedule: Seasonal Part-Time

Supervisor: Event Manager

Job Description:

The Event Assistant is the primary on-site contact for clients and vendors during the entirety of any events booked. **He/she must be available to work evenings, weekends, and shifts up to 12 hours.** This position requires someone with a flexible schedule, strong communication skills, and the ability to be a self-starter.

Responsibilities:

- Prepare facilities for rentals including, but not limited to: light cleaning, restocking supplies, and setting up private event signage
- Serve as primary on-site contact during rental events
  - Check in continuously with all vendors on site
  - Have a clear understanding of: layout, ceremony location, arrival times, vendors, and any special needs or requests from the client
  - Enforce museum rules during event
  - Clear property and prepare for next day in a timely manner (sometimes 45 minutes or less)
  - Lock and alarm all buildings on property
- Conduct tours of the venue to potential clients, engaging professionally and answering questions

Experience/Skills:

- Ability to work evenings and weekends
- Strong written and verbal communication skills
- Proficient with Microsoft Office, especially Excel and Word
- Self-starter with the ability to take initiative

How to Apply / Contact

To apply, please email a resume and cover letter to employment@polasek.org with the subject line “Event Assistant.”