



Position: **Special Events Assistant**

Location: Customs House Museum & Cultural Center

Job Type: Part-time

Classification: Non-Exempt

Salaried/Hourly: Hourly

Reports To: Special Events Coordinator

Position Overview

The Special Events Assistant reports to the Special Events Coordinator. The primary responsibility for this position is assisting the Special Events Coordinator with Special Events for the Museum and/or Rentals of the facility. On-Site training will be available. This will include, but will not be restricted to the following:

Essential Functions

1. Set-up and clean-up in preparation for facility rentals; breakdown and clean-up directly following facility rentals;
2. Complete work orders as assigned;
3. On-site supervision of facility rentals, including audio/visual equipment;
4. Maintain a working knowledge of facility rental information, including prices, availability, and rental agreements;
5. Occasionally assist with building and store opening and closing procedures;
6. Assist Special Events Coordinator with planning and preparation of facility rentals and special events;
7. Using audio visual equipment in conjunction with special events and facility rentals;
8. Operate Microsoft Office products;
9. Assist Special Events Coordinator with inventorying special events supplies and equipment;
10. Keep the facility rental spaces clean;
11. Assist with museum related events;
12. Occasionally relieve the visitor services staff during lunch or break times;
13. Assist with Fundraising Events;
14. Other duties as assigned by supervisor or Finance Manager.

This job description is not designed to cover or contain all activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

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Competencies

1. Provide excellent customer service;
2. Excellent communication and public relations skills;
3. Team player with all staff;
4. Proficiency in Microsoft Office programs;
5. Friendly demeanor and professional appearance;
6. Adaptable to a changing work environment;
7. Current, valid driver's license and automobile insurance;
8. Knowledge of common tools and cleaning equipment;

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Periodic standing, walking, bending, and stooping, and the ability to lift 40 pounds;
2. Good hearing and vision;
3. Good eye/hand coordination;
4. Occasionally climbing a ladder.

Travel

This position does not require travel.

Education and Experience

Graduation from secondary education or GED required, higher education degree preferred. Special Events experience is preferred but not required.

Schedule

1. This is a part-time position, and a monthly work schedule prepared before the beginning of each month. Hours may vary from week to week, but at least 20 hours per week are available;
2. Regular hours consist of Fridays and Saturdays from 9:30 a.m. to 5:30 p.m. with a half-hour break for lunch, Sundays 12:30 p.m.-5:30 p.m., the first Thursday of each month 4:30-7:30 p.m.; additional hours may be necessary depending on special events and facility rentals calendar;
3. Additional hours may be required to accommodate special projects, cover other employees' vacation/sick days, or during special events/facility rentals;
4. Pay periods are bi-monthly on the 15th and last day of each month.

All new or vacant positions at the Clarksville—Montgomery County Museum, d.b.a. the Customs House Museum & Cultural Center will be filled by the selection of only fully qualified applicants, regardless of race, color, gender, religion, national origin, age, or disability who meet the job related criteria of the job description. All potential employees will undergo a background check, and must provide proof of being able to legally work in the U.S. All potential employees who have cause to drive their own vehicles and/or Museum vehicles for justifiable and approved Museum business must have a valid driver's license and proof of auto insurance.

Employee Signature

Date