

Event Staff Job Description

Brattleboro Museum & Art Center (BMAC), an Equal Opportunity Employer, is looking to hire part-time Event Staff.

RESPONSIBILITIES Event Staff are responsible for the smooth and successful execution of BMAC public events. Some specific responsibilities include (but are not limited to):

- Event setup – Event Staff are responsible for setting up tables, chairs, projectors, speakers, and other equipment prior to the event according to the setup plan communicated by the Manager of Education and Community Engagement Programs.
- Greeting speakers – Event Staff are responsible for welcoming speakers/presenters to the Museum, helping them get set up for their program, answering any questions and getting them any necessary supplies.
- Greeting guests – Event Staff should present a friendly face for the Museum, welcoming guests and showing them where to go for the program, and answering any questions about the event.
- Front desk monitor – Event Staff will be trained on operating the front desk, including taking attendance, processing gift shop sales and donations, monitoring the front door, greeting visitors, and closing up at the end of the event.
- Introducing event/speaker – Event Staff are responsible for giving brief welcoming remarks and introducing the speaker at the beginning of the event.
- Event breakdown – Event Staff are responsible for taking down and putting away any tables, chairs, projectors, or other event equipment once the event is finished.
- Lockup – Event Staff are responsible for turning off all lights and alarming and locking the building following an event.

HOURS AND SCHEDULE Event Staff report to the Manager of Education and Community Engagement Programs. They work as needed, approximately 5 hours a week during event seasons, primarily evening and weekend hours.

QUALIFICATIONS The ideal candidate for this position is a friendly "people person" with excellent communication skills and attention to detail. Interest and/or experience in art, museums, galleries, non-profits helpful but not required. Candidates should be able to lift 50lbs, and be comfortable moving tables and chairs.

TO APPLY Interested candidates should email a statement of interest and resume to office@brattleboromuseum.org. Review of applications will begin immediately and continue until the positions are filled. Please do not send materials in any fashion other than via email, as they will not be reviewed. Receipt of application materials will be acknowledged by email within a week. Please do not call to follow up, unless a week has elapsed and you have not received email acknowledging that your application has been received.

COMPENSATION Event Staff will be paid an hourly rate of \$14.96

ABOUT BMAC Founded in 1972, the Brattleboro Museum & Art Center (BMAC) is located in Brattleboro's historic Union Station. The mission of BMAC is to present art and ideas in ways that inspire, inform, and connect people from all walks of life. A leading presence in the cultural landscape of

Brattleboro, Vermont, and the surrounding region, BMAC presents rotating exhibitions of contemporary art, organizes and hosts a wide variety of cultural events, offers arts education programs to area schools, and serves as a venue for public and private gatherings. To learn more about BMAC, visit www.brattleboromuseum.org or find us on Facebook or Instagram: @brattmuseum.