



The
Brinton
Museum

Job Opening: Events Assistant

The Brinton Museum connects the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.



POSITION SUMMARY: Events Assistant is responsible for the coordination and set up for special events of The Brinton Museum. In collaboration with the Events Manager, the Events Manager Assistant will help maintain standards of service to ensure a high-quality experience for event guests.

ESSENTIAL DUTIES AND FUNCTIONS:

- Tells the Museum's story, comprehends its mission, participates in programs and events, and makes connections with the museum's patrons to answer their questions and elicit their feedback. Interacts with other members of the museum's staff to share information and to collaborate to achieve the museum's strategic objectives.
- Works directly with the Events Manager to generate plans to set up, carry out, and break down all events.
- Serves as a point of contact for guests during events when the Events Manager is unavailable.
- Assists event employees in their respective tasks.
- Provides excellent customer service to guests and excellent leadership to their team.
- Ensures that cleanliness and maintenance of event space is maintained.
- Provides event layouts to facilities staff and works with them to set up and take down events.
- Ensures compliance with health, safety, sanitation and alcohol awareness standards.
- Works in conjunction with other departments wherever necessary and maintains good working relationships.
- Reports maintenance, hygiene, and hazard issues to the Events Manager.
- Performs all other related duties as assigned by management. *

** These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.*

WORK SCHEDULE:

- 20 hours per week
- Peak Season June – August
- Evenings and weekends for special events

DESIRED EDUCATION AND EXPERIENCE:

- Must be 18+ years of age
- Minimum 1 year of related experience in restaurants, catering and/or events

- Must be a reliable worker who is able to perform routine tasks without supervision

QUALIFICATIONS AND SKILLS:

- Excellent interpersonal and communication skills
- Ability to manage multiple priorities in a fast-paced environment
- Personable, organized, and capable leader who can effectively manage a team
- Team-building skills with a collaborative management style
- Superior organizational skills

COMPENSATION AND BENEFITS:

- \$16/hour base wage, plus guaranteed gratuities
- Employee discount to Bistro and Museum Store

***Qualified candidates please email cover letter and resume to
recruitment@thebrintonmuseum.org***

To learn more about The Brinton Museum go to thebrintonmuseum.org