

**COLUMBIA MUSEUM OF ART  
JOB DESCRIPTION**

**Title:** Event and Program Support Assistant

**Reports To:** Security Supervisor & Facility Operations and System Manager

**Purpose:** To promote the uniqueness of the Columbia Museum of Art (CMA) by exemplifying the distinct qualities and characteristics that make the CMA one of the most beloved tourist attractions in the Southeast. To provide phenomenal customer service through assistance with logistical set-up, take-down, and maintenance tasks of diverse education and engagement programming, museum fundraising events, corporate meetings, private parties, and wedding rentals. To distinguish the CMA from other locations of similar size, role, and function by highlighting the core values that make the CMA a place worthy of repeat visits through the outstanding work of keeping the overall space clean, clutter-free, and pristine for all guests, visitors, and staff.

**Responsibilities:**

- Prepares and breaks down event spaces in accordance to event planning diagrams and asset placement instructions
- Maintains catering areas, lobby stations and restrooms as needed
- Performs and participates as a part of a team in post-event clean-up maintenance
- Promote and exercises high customer service standards to guests and catering staff
- Adheres to all tenets of the Facility Security Guidelines and the Emergency Disaster Plan
- Performs event tasks under the direction of the Special Events/Rentals staff during special events and rentals
- Facility maintenance assistance to Security Supervisors as needed
- Promote a healthy climate within the CMA that welcomes people of all backgrounds, ethnicities, race, religion, creed, sexual orientation, age, and job profession
- Other duties as the situation requires

**Minimum Qualifications:**

- High School graduation (some college preferred) or GED
- Ability to read, interpret, and execute floorplans, diagrams, and directions for event set-up and teardown
- Ability to lift 50 pounds individually and 100 pounds in a two-person team
- Possess patience and calmness
- Self-directed, motivated, and able to convey clear direction in a team atmosphere
- Basic knowledge of two-way radio communications
- Position requires weekends, with overnights and holidays as needed

**Knowledge and Experience:**

- Self-direction in daily and routine tasks
- Thorough knowledge of event furniture assets and their placement
- Ability to respond quickly to event circumstances
- Ability to work in a team atmosphere

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**Skills and Abilities:**

- Ability to periodically lift 50 pounds individually and 100 pounds in a two-person team
- Adopt and exemplify the CMA core values
- Ability to develop scenario plans, train staff, and seek information on an as-needed basis
- Ability to stand out as a positive role model for subordinates, peers, and guests of the CMA
- Be passionate for the job and the museum; be creative, innovative, agile, and flexible
- Be a positive, confident employee and an advocate for the museum.
- Be a highly motivated, enthusiastic, and proactive team player who thrives in a very fast-paced environment
- Possess a strong sense of urgency, priority, and follow-through
- Work independently, anticipate needs, and multi-task during periods of increase operations tempo
- Be able to work collegially with staff across departments to achieve common objectives
- Possess discretion and sound judgment; maintain the highest professional and ethical standards

**Job Type:** This is a part-time, non-exempt position. Starting at \$12.50 per hour.

**Contact:** The Columbia Museum of Art is an Equal Opportunity Employer, committed to diversity, accessibility, equity, and inclusion. Confidential inquiries, applications, and recommendations are welcome. Please email cover letter and resume to Mrs. Jeanna Dixon-McCray, at [JDixon-McCray@columbiamuseum.org](mailto:JDixon-McCray@columbiamuseum.org) with “Event & Program Support Assistant” in the subject line.