

# the Columbia Museum of ART

**Title:** Special Events & Program Support Assistant

**Reports to:** Venue Rental & Special Events Manager

**Purpose:** To support the Special Events and Education & Engagement (E&E) Departments in the execution of internal and external events for the Columbia Museum of Art (CMA).

**Responsibilities:** Under the direction of the Venue Rental & Special Events Manager, prepare the CMA for special events, programming events and CMA events according to provided layouts adhering to fire code and safety standards.

**General Responsibilities include, but not limited to:**

- Setting tables, chairs, and/or staging according to floorplans prior to event
- Breakdown tables, chairs, staging post event
- Assist with vendor load in/load out and when/if needed
- Configure lighting
- Inventory CMA event products
- Assist cleaners and vendors with trash removal during & after events
- Ensure all working areas are clean and organized
- Adhere to event safety standards and fire codes
- Wear a walkie talkie and earpiece at all times during event set-up and breakdown, respond promptly to any communication, and use the walkie talkie in a professional manner at all times
- Communicate any issues or client requests clearly and quickly to appropriate department
- Think creatively and problem-solve in the moment
- Attend Special Events Team training meetings as required
- Always maintain museum's professional standards of conduct and in all communications with clients, museum guests, board members, donors, and other museum staff
- Be an advocate for the museum at all times, including in the community at large

**Job Requirements:**

- Attention to detail
- Ability to multitask
- Team player
- Ability to follow and take direction from supervisor
- Ability to safely lift 50 pounds individually and 100 pounds in a two-person team
- Physical stamina and high energy level
- Ability to perform under stress
- Ability to understand/execute layouts, diagrams, and floorplans
- Excellent customer service skills
- Excellent communication skills

**Knowledge and Experience:** Experience in the service industry or events is desired.

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**Skills and Abilities:** Be a positive, confident employee and an advocate for the museum. Interact with people from all backgrounds in a clear, courteous, and respectful way. Be a highly motivated team player who is enthusiastic and proactive, and who thrives in a very fast-paced environment. Should have a passion for the job and the museum, and be creative, innovative, agile, and vibrant. Possess a strong sense of urgency, priority, and follow-through. Maintain a consistently professional appearance. Work independently, anticipate needs, and manage multiple tasks and assignments simultaneously. Be able to work collegially with staff across departments to achieve common objectives. Discretion and sound judgment are required. Maintain the highest professional and ethical standards. Must be able to lift up to 50 pounds individually and 100 pounds in a two-person team.

**Job Type:** This is a part-time, non-exempt position scheduled as needed, not to exceed 30 hours per week. 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 "Special Events & Program Support Assistant" in the subject line.