

# Bechtler Museum of Modern Art

## Events Associate

**Start Date: Immediately**

**Department: Events**

**Reports to: Events Manager**

**Status: Part-time (Hourly)**

### Job Description

The Bechtler Museum of Modern Art is seeking a part-time Events Associate who is a team player, detail oriented, possesses strong communication skills, and has a desire to develop professional skills related to facility rentals and special events. The Events Associate will assist in the execution of museum events. This position requires flexibility as many events are held on evenings and weekends. The Events Associate will report and work closely with the museum's Events Coordinators and Director of Events.

The Bechtler hosts a variety of corporate, social, and nonprofit events, including meetings, conferences, presentations, lectures, weddings, cocktail receptions, and seated dinners.

### Essential Duties

- Event Set-up
  - Remove or reposition 6 café tables and 4 chairs each to fit event needs
  - Relocate lobby furniture
  - Reposition stanchions to outline the main foyer
  - Find cocktail tables in designated HVAC storage space and set-up the three piece tables in given locations
  - Bring 5x2 classroom tables to event space to be used as check-in table, gift table, etc.
  - Get speakers and speaker stands from HVAC storage space and bring equipment to lobby or designated space. Set-up speakers in given locations and test microphones.
  - Locate all pieces of pipe & drape in HVAC storage. Set-up black or white pipe & drape in designated location
  - Play music through the touch-screen system located at the front desk
  - Utilize Bechtler coolers and carts to properly pull and inventory bar
  - Bring appropriate beer, wine, and liquor to the bar using designated coolers and carts
- Duration of Event
  - Check with bartenders to make sure the bar is always stocked
  - Work with security to make sure all spaces within the museum are well staffed
  - Adjust music volumes to fit the noise level
  - Adjust speaker volumes when client is making remarks
  - Troubleshoot any issues that may arise. For example: microphone not working, missing table, etc.
- Event Breakdown
  - Return 6 café tables and chairs to proper location
  - Return lobby furniture to center of lobby
  - Return stanchions to their proper location in front of the main entrance
  - Breakdown cocktail tables and return all pieces to designated storage location within the HVAC room
  - Return 5x2 classroom tables to classroom. Either place them within the correct table formation or leave folded up against the wall
  - Remove speakers from speaker stands. Return speakers and speaker stands to proper storage location with the HVAC room
  - Breakdown pipe & drape and properly place items back in HVAC storage
  - Turn music off using the touch-screen located at the front desk
  - Pack up bar, if the bartender has not done so already, and make note of all remaining alcohol on the alcohol sheet. Return all beer, wine, and liquor to proper location
  - Restock refrigerator for upcoming events if needed
- Alcohol Inventory
  - Appropriately store alcohol in designated refrigerator or holding space
  - Maintain an organized and clean kitchen space, including alcohol storage, refrigeration, counter-tops, etc.
  - Manage inventory by properly filling out alcohol sheets for each museum event

### To Apply

Send a cover letter and resume to [events@bechtler.org](mailto:events@bechtler.org). **No phone calls please.**