

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 and will be the face of the museum during private and internal events.

The Bechtler hosts a variety of corporate, social, and nonprofit events, including meetings, conferences, presentations, lectures, weddings, cocktail receptions, and seated dinners. This position requires flexibility as many events are held on evenings and weekends. The dress code ranges from business casual to semi-formal depending on the event.

Past event experience required. Experience in the arts not required but appreciated. Events associate must be comfortable with moving large objects up to 50lbs and standing for long periods of time. The Events Associate will report and work closely with the museum's Events Coordinator and Events Manager.

Essential Duties

- Event Set-up
 - Relocate lobby furniture, including café tables and chairs, lounge seating, and stanchions according to specific event needs.
 - Set up AV, cocktail tables, pipe and drape, and other equipment from HVAC according to specific event needs.
 - Check-in with Events Coordinator and Events Manager for event details and directions.
 - 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
 - Reset lobby to original layout. Breakdown and store all equipment stored in the HVAC.
 - Close galleries and assist all guests with exiting the museum.
 - 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.
 - Lock up the museum and set the alarm.
- 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. No phone calls please.