EVENT ASSISTANT

JOB DESCRIPTION: $15.55 per hour

1. General

Reporting to the Manager, Rentals & Events, the Event Assistant supports earned revenue through the fulfilment of expectations of events, facility and other rental contracts. The role requires the position holder to work variable on-site shifts, as required, on evenings and weekends.

A child abuse check will be required of the successful candidate.

2. Key Accountabilities & Typical Duties

A. Support Earned Revenue of Events, Facility and Other Rentals Programs
   To provide excellent service to clients and follow through on all rental and event logistical needs, in order to increase earned revenue and enhance client relationships.
   i. Provide logistical support and services for Museum events and/or rental clients, including setup and takedown of equipment; liaising with clients; and troubleshooting as required.
   ii. Provide exemplary customer service to rental and event clients ensuring that all internal procedures are properly followed.
   iii. Assist caterer, audio-visual and other outside vendors during events/rentals, including liaising between client and caterer; clean up at end of the event.
   iv. Assist the Manager as needed to ensure events meet the highest standards.

B. Other duties as reasonably assigned to support revenue generation and customer service.

MINIMUM REQUIRED QUALIFICATIONS:

1. Skills, Abilities and Knowledge
   i. Exemplary communication and interpersonal skills, including the ability to be tactful and diplomatic when dealing with the public.
   ii. Ability to handle and account for cash.
   iii. Basic computer skills including working knowledge of Windows applications.
   iv. Ability to work cooperatively in a team environment.
   v. Ability to work in an organized and independent manner.
   vi. Ability to be flexible and react to last-minute event requests and demands independently and efficiently.
   vii. Knowledge and understanding of the requirements of proper business demeanour, including conscientiousness, reliability and punctual attendance.
   viii. Ability to work split shifts and evening shifts as required.
   ix. Knowledge of other areas of the Museum (interpretive programs, education, collection & conservation etc.) is considered an asset.

2. Education, Training and Experience
   i. Grade 12 education, and
   ii. Smart Choices- Responsible Service Certification or willingness to obtain
   iii. A minimum of one year experience working with the public, and
   iv. Relevant experience in museum, retail, tourism/hospitality, not-for-profit or similar industry
v. An equivalent combination of education and experience
vi. Experience with museum operations as an asset

3. Working Conditions and Physical Demands
The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this position:

i. Ability to exert up to 10lbs of force and occasionally lift/move objects up to 30lbs, such as boxes, tables and chairs
ii. Ability to sit and/or stand for extended periods of time
iii. May occasionally involve stooping, kneeling, bending, crouching/squatting, pushing/pulling, reaching above the shoulders, and climbing ladders
iv. Operation of standard office equipment is required (i.e. phone, computer, copier, etc.)
v. Day-to-day moderate noise in open setting; exposure to loud noise may occur due to large groups or special events

This is a casual position working 5 – 20 hours per week, beginning as soon as possible. The incumbent will report to the Manager, Rentals & Events. The wage is $15.55 per hour. Applications will be received until 4:30pm, October 20, 2023, or until the position is filled. Please submit your résumé including cover letter and availability to:

Manager of Volunteer & Employee Relations
Manitoba Museum
190 Rupert Avenue Winnipeg, Manitoba R3B 0N2
hr@manitobamuseum.ca

The Manitoba Museum is committed to inclusion and employment equity and welcomes diversity in the workplace. This document is available in other formats and accommodations will be provided throughout the selection process upon request. Contact Human Resources at 204-956-2830 if you have an accommodation request.

We thank all applicants for their interest; however, only those being considered for interviews will be contacted. We are not able to acknowledge receipt of applications submitted via Fax or mail.