



*\*Sparking wonder and curiosity about our world through hands-on science experiences\**

**Position Title: Event Associate (up to 20 hours per week; primarily weekends)**

The part-time Event Associate is a dynamic, customer-focused team member responsible for assisting in the setup, execution, and breakdown of a variety of events at McWane Science Center. This includes birthday parties, Overnight Adventures, public ticketed events (e.g. McWane After Dark, Movies at McWane, etc.) and traditional/private events (e.g. corporate functions, holiday parties, team meetings, etc.). The Event Associate delivers exceptional guest experiences through strong communication, professionalism, and enthusiasm.

### **Accountabilities and Major Duties**

1. Assist with the execution of public and traditional events, birthday parties, and Overnight Adventures.
2. Maintain cleanliness and organization of event spaces before, during, and after events.
3. Facilitate check-in and check-out procedures and communicate agendas and safety protocols.
4. Ensure a positive and memorable guest experience by maintaining a high level of service, professionalism, and attention to detail throughout events.
5. Proactively identify and resolve guest or event-related issues during setup and throughout the event to ensure a seamless experience.
6. Regularly serve as "host" or main point of contact for birthday parties and Overnight Adventures; may also serve in this capacity during public and traditional events.
7. Lead or assist with event activities including but not limited to program presentations, games, and animal encounters as needed.
8. Communicate with internal departments to ensure smooth event logistics.
9. Set up and break down event spaces including but not limited to decorations, tables and chairs, catering materials, A/V equipment, and signage.
10. Be the point of contact for security and emergency procedures. Responsible for communicating security and emergency procedures with guests and executing Red Book procedures as necessary.
11. Communicate effectively with Manager of Events, including but not limited to feedback, creative ideas, inventory and supply needs, and concerns and issues.
12. Assist with Guest Surveys and other experience measurement tools.
13. Available to work a variety of scheduled shifts including evenings, weekends, holidays, and spending the night at the museum.
14. Other duties as assigned.

### **Minimum Job Qualifications**

1. High school diploma or equivalent.
2. Must be at least 21 years of age.
3. **Availability for variable/flexible schedule including weekends, evenings, holidays, and staying overnight in the museum required.**
4. Experience and enthusiasm for working with children and adults of all ages.
5. Excellent customer service and communication skills; confident speaking to large groups.
6. Outgoing, positive attitude with a proactive approach to guest engagement.
7. Comfortable working in a fast-paced, dynamic environment.
8. Ability to work independently and as part of a team.
9. Organized, efficient, and detail oriented.
10. Valid food safety certification or ability to obtain one within 30 days of hire.
11. Ability to handle small animals, including reptiles, in program presentations.

**Minimum Physical Job Qualifications**

1. Ability to stand and walk for extended periods.
2. Ability to stay awake and be engaging and attentive for extended periods of time, including during non-traditional hours.
3. Ability to lift, carry, push, or pull up to 50 pounds.
4. Ability to stoop, crouch, or bend.
5. Manual dexterity for handling objects and equipment.
6. Ability to work in environments with variable noise levels.
7. Ability to move and function in low-light environments.
8. Visual and auditory acuity.

***Benefits include FREE museum membership and IMAX Dome Theater screenings; discounts in our gift shop, camp program, IMAX theater and food service; and on-site parking.***

**We look forward to hearing from you!**