

Student Events Assistant

Qualifications

Requirement: Must be a currently enrolled student at the University of Minnesota

Duties and Responsibilities:

- Follow and enforce WAM's policies and procedures to ensure the safety of museum collections, property & visitors, engaging with other WAM staff as needed
- Respond appropriately to visitor questions, comments and concerns
- Assist in setting up predetermined event space floor plans
- Execution of audio & visual equipment setup
- Open/Close events spaces and other areas as scheduled; following established procedures; carry out light custodian and housekeeping duties as outlined for each event.
- Attend recurring staff meetings in order to stay current on good museum practices, effectively share information, foster good working relationships, provide feedback and insights.

Required Qualifications:

- Currently enrolled student at the University of Minnesota
- Ability to perform physical tasks
- Must be able to lift & perform physical labor
- Ability to work flexible work shift that includes evenings, weekends and some holidays

Preferred Qualifications:

- Available Work-Study funds
- Previous experience in events or hospitality setting
- Ability to read and understand AV setup manuals and instructions
- Dependability, flexibility, and adaptability in a dynamic event-driven environment
- Attention to detail and the ability to stay alert for long periods of time
- Staff uniform is required at all times
- Demonstrated organizational and task management skills
- Ability to represent the museum with a high level of integrity and professionalism, adhere to museum policies and support management decisions in a positive, professional manner
- Ability to read and interpret documents such as safety rules, product information manuals and instructions.
- Working knowledge in standard computer applications and programs including; Microsoft Office Suite (Excel, Word, PowerPoint), google drive, etc.
- Ability to troubleshoot on the fly issues with audio/visual equipment setup
- Ability to work positively with colleagues, artists, the public, donors and volunteers
- Ability to work with last minute changes to events plans in a positive way

About the Job

Events Assistants are responsible for setup & execution of event plans for events held at the Weisman Art Museum.

To Apply

To be considered for this position please submit resume and cover letter directly to: Liz Grosjean, Events Coordinator at egrosjea@umn.edu.

Diversity

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