

Position Posting: Special Events Staff

Status: Part-time/On-Call; Hourly (Non-Exempt)

Work Schedule: Variable based on Events Schedule, including weekends and evenings

Date: July 26, 2021

The Grand Rapids Art Museum is searching for individuals looking to join our pool of a very active Special Events Team. These are part-time positions assisting with the execution of a broad range of events. Hours each week are variable and based on schedule and are typically in the evenings or on weekends.

The primary responsibility of the Special Events Staff is the setup, upkeep and teardown for a variety of event activities. Tasks could include the following:

- Set up of tables/chairs, miscellaneous furniture as determined by diagram layout.
- Maintain cleanliness of the facility during the event.
- Tear down and store furniture, equipment and supplies as instructed.
- Complete final clean up, disposing of trash and preparing GRAM for next day standard activity.

Our special events staff will need to be a quick learner and flexible enough to respond to activity in a fast-paced environment. Must have good communication skills including customer service skills. Staff may also have the following skills and abilities:

- Experience with event set up and breakdown helpful but not mandatory.
- Ability to stand and walk approximately 90% of the time and the ability to lift up to 40 pounds with or without assistance.

Please submit a resume to careers@artmuseumgr.org

Grand Rapids Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.