

HISTORICAL SOCIETY OF CENTRAL FLORIDA

Application Deadline: We have one Position Available – Posting Opens: April 30, 2019
Posting Closes: May 15, 2019 (posting subject to close without prior notification)

Salary: \$17.00/hour
Benefits: Paid Health Insurance
Paid Time Off (PTO) accrual for first year is equal to 19 days
Close parking provided

If interested, email your Resume to Sharon.Early@ocfl.net

Job Description - Event & Program Assistant

The Event & Program Assistant for the Historical Society of Central Florida, Inc. is a full-time, non-exempt position that is responsible for the careful oversight of facility rentals and assistance with public and private events. This position works to carry out the faithful implementation of assigned special events, and meet and exceed revenue and attendance goals for the department. The Event Assistant provides exceptional service as well as ensures a strict adherence to the History Center's policies and standard operating procedures at all times. Position includes but is not limited to: assisting with event coordination for rentals and programs, conducting facility tours, executing event setup and breakdown, creating event logistics forms and designing room diagrams, assisting in answering client questions, communicating event needs to vendors and other museum departments, and assistance with event marketing tasks.

REPORTS TO: Events Manager

DUTIES AND RESPONSIBILITIES:

- Assists Event Manager with the coordination of public and private events including facility rentals, internal meetings, and programs.
- Responds to rental inquiries and conducts facility tours for potential clients.
- Works on event setup sheets and creates room diagrams based on client's needs and specifications.
- Provides office assistance including but not limited to file maintenance, monitoring payment deadlines, submitting check requests, assistance with event calendar and revenue tracking.
- Creates event advisories and parking forms at the beginning of each week.
- Assists with promotions at museum and community events.
- Assists with surveys and evaluations at public events.
- Continuously updates events in Blackbaud Altru database and appropriate community calendars.
- Helps with grassroots marketing- distributes flyers & creates list of community bulletins, etc.
- On-site for rental events and programs to manage setup, direct vendors, and provide ongoing support.
- Serves as department head in the absence of the Event Manager
- Monitors use of the space by client, caterer, other service providers, and guests throughout an event; troubleshoots and facilitates communication among key players to rectify any issue(s).
- Prior to the start of an event, works closely with security, museum front desk, caterer's representative, and other service providers to review logistics, identify last minute issues, and initiate immediate problem solving in a timely fashion.
- Ensures that the event begins and ends on time, stays until last vendor exits the facility before departing.
- Other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS:

- Bachelor's Degree in Hospitality Management or related field.
- Exceptional organizational skills, particularly organizing events, managing timelines, meeting deadlines, and multi-tasking.
- Ability to prioritize work, solve problems independently and, work effectively, under pressure, when necessary.
- Excellent interpersonal, written, and verbal communication skills.

65 E. Central Blvd., Orlando, FL 32801 · (407) 836-8500 ·

www.thehistorycenter.org

HISTORICAL SOCIETY OF CENTRAL FLORIDA

- Ability to work independently and in a group.
- Demonstrates knowledge and good judgment in matters of corporate policy, procedures, communication and confidentiality.
- Ideal candidate is to have experience in working weddings, corporate event/dinners, and outside events/festivals. Knowledge of catering and/or museum visitor services is preferred.
- Ability to work a combination of weekdays, nights, and weekends is a must.
- Proficient in computer applications and database management.
- Valid driver's license and ability to provide own transportation.

The above description and qualifications are not all-inclusive and represent a majority of the key responsibilities of this position. Other duties may be assigned in the course of activities as required to fulfill the directives of the Events Department and strategic plan or as designated by executive staff. This is a full-time, hourly position that requires 40 hours per week, including availability for events taking place on nights and weekends. This position requires you to continuously walk the floor (including stairs) and the ability to lift 50 pounds.

*Final Candidates must be able to live and work in the United States, pass a drug and Level 2 background check.