

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MUSEUM EVENTS SPECIALIST (P/T)
PAY GRADE: C-4
OVERTIME STATUS: NON-EXEMPT (Not to exceed 25 hours per week. Flexible Schedule.)

MAJOR RESPONSIBILITY:

Provide support for events and programming at the Appleton Museum of Art.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: High School diploma or equivalent required.
2. Years of experience in the field: One year of full-time work experience providing support for events and meetings in a professional environment required. Related experience in a similar setting may be substituted. Individual must be flexible and available for day, evening and weekend events.
3. Special skills or abilities related to the position: Exceptional communication skills, working with staff, supervisors, visitors and customers. Professional and courteous, service-oriented with the ability to follow instructions and identify needs before and after events, including cleaning. Ensure museum policies and procedures are followed at all times.

ESSENTIAL JOB FUNCTIONS:

1. Personally, represent and provide technical assistance on behalf of the Appleton Museum events department for all scheduled conference events.
2. Complete a pre-event and post-event check list to make sure all details and client needs are met.
3. Set up and service breaks as requested.
4. Assist the museum administrative team with telephone and computer support as needed.
5. Initial opening and/or closing and securing of Appleton Museum event spaces.
6. Events take place outside of normal workhours, as well as weekends, on a regular basis.
7. Assist guests with inside and exterior set ups.
8. Ability to communicate effectively with Public Safety officers, custodial staff and outside vendors who will be on the property.

ESSENTIAL JOB FUNCTIONS (Continued):

9. Must possess a valid Florida drivers' license.
10. Perform other duties or projects as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires Heavy (up to 40 pounds) lifting.
- Routinely requires Walking, Standing, Sitting, Kneeling, Stopping, Reaching up, Twisting and Bending.

ENVIRONMENTAL CONDITIONS

- Works in an indoor and outdoor environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Appleton Museum of Art

SUPERVISOR OF POSITION: Director – Appleton Museum of Art or Designated
Department Supervisor