

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MUSEUM EVENTS SPECIALIST (P/T)
PAY GRADE: C-4
OVERTIME STATUS: NON-EXEMPT - UP TO 25 HOURS PER WEEK

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 the first choice for quality higher education in our community." 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 field: One year 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 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. Lift furniture, up to 40 pounds, and set up for specific meeting and event needs,
2. Prepare food service areas, hot and cold drinks,
3. Attend to needs of guests and customers for special events,
4. Set up decorations, linens and flowers, dishware and flatware,
5. Keep track of rental materials and ensure they are returned to the appropriate area for pick up,
6. Follow instructions and give instructions,
7. Work closely with events, facility and custodial staff,
8. Keep track of supplies and notify supervisors when replacements are needed,

ESSENTIAL JOB FUNCTIONS (Continued):

9. Operate slide projectors, digital projectors and microphones,
10. Ensure event areas are cleaned and organized before and after events.

(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)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Able to operate a computer
- Heavy (up to 40 pounds) lifting
- Walking
- Standing
- Sitting

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: Development Officer