

**Title:** Special Events Assistant  
**Classification:** Non-exempt, 50% FTE (20 hours/week)  
**Pay Range:** \$23 - \$26/per hour  
**Reports to:** Public Programs Manager

**Position Summary:**

Under the supervision of the Public Programs Manager, the Special Events Assistant is responsible for the organization and implementation of the Santa Cruz Museum of Natural History's onsite and outreach events. This position is the contact for all assigned events including, but not limited to, in-house and community events; contracted private venue rentals, public and corporate events. The primary function of the position is to assist with executing the vision of in-house and public events and to organize and facilitate logistics with the Public Programs manager, vendors, community partners, and private event coordinators of contracted venue rentals. The Special Events Assistant is an integral member of the Museum's team, responsible for providing various levels of support to the Public Programs department, as a community liaison by executing engaging events for audiences of all ages.

The Special Events Assistant will play a key role in planning and implementing the Museum's public and invitation-only events. This role requires close coordination with multiple teams within the museum, as well as with external partners and stakeholders. The ideal candidate will have strong organizational skills, excellent communication abilities, and a proven track record in coordinating events, from start to finish.

**Note:** Anticipated work schedule includes frequent evenings and weekends, as needed for events.

**Specific Responsibilities:****Event Planning and Implementation (85%)**

- Assist in the planning process for all Museum events, both onsite and outreach events. This includes, but not limited to:
  - Creating flyers, websites, ticketing pages, promotional materials for events
  - Creating room layouts
  - Assisting with contracts, site visits, and invoices
  - Designing/ordering/creating decor
  - Scheduling catering, entertainment, equipment/supplies
  - Communicating with community partners
  - Maintaining the Museum's event calendar
  - Assisting with event budgets
- Collaborating with all Museum departments on goals and objectives for the individual events
- Maintain online listings of events on public platforms, websites, calendars, and seek additional opportunities for promotions
- Setup and breakdown of in-house and community events including, but not limited to:
  - Setup and breakdown of tables and chairs (indoors and outdoors)
  - Transporting and placement of events materials including decor, food/drink, etc.
- Creation, placement, and removal of event, sponsor, and directional signage
- Monitors event flow and directs vendors, volunteers, and guests
- Serves as the on-site staff representative and is present for the entirety of all assigned events
- Assists with oversight to ensure safe and efficient events

- Checks post-event venue spaces for any remaining events materials and/or decor, disposes of trash and checks for potential damage
- Ensures guests, clients, caterers, volunteers, and event vendors abide by all Santa Cruz Museum of Natural History rules and notifies the Public Programs Manager of any unusual circumstances, safety issues, and/or damages to the property
- Troubleshoots any situation to the satisfaction of the contract private event coordinators, clients and guests as much as possible
- Maintains a positive, proactive, solution-oriented demeanor when responding to colleagues or serving members, event professionals, clients and guests

**General (15%)**

- Collaborate with all Museum staff to achieve overall Museum objectives
- Represent the Museum in a professional, positive manner
- Support workshop and outreach programs, as needed
- Other duties as assigned

**Essential Requirements:**

- Three years prior experience in sales and/or event management
- Excellent customer service skills and ability to maintain diplomacy while also ensuring compliance with contract terms
- Excellent organizational and project management skills
- Ability to multitask, with great attention to detail
- Comfortable interacting with a wide range of individuals and groups
- Excellent communication skills (verbal and written)
- Comfort and ability to speak in public
- Self-starter who is an independent thinker capable of meeting deadlines
- Flexibility to adapt to and work well with changing priorities and situations
- Ability to collaborate on team projects, with proven track record as an effective team member
- Strong enthusiasm for and interest in museums and customer service
- Available to work evenings and weekends
- Computer proficiency and experience with computers and the following software: MS Office, Google Suite, Zoom, and social media platforms
- Pass a background check

**Desired Qualifications:**

- Bachelor's degree or equivalent experience
- Ability to define and prioritize problems and resolve them quickly
- Working knowledge of staging and production support for events of all sizes
- Past experience as an event planner in the hospitality industry
- Certification in CPR and/or Basic First Aid

**Work Environment:**

- Standard office environment with occasional work throughout the Museum and outdoors
- Flexible hybrid work schedule possible as duties allow
- Significant telephone and computer work (repetitive movement – typing)
- Must be able to lift 50 pounds
- Able to frequently bend, squat, reach, lift, carry, push and pull

The incumbent must be able to perform each requirement of the position as outlined in the job description. **Essential Requirements** are representative and are essential for satisfactory job performance. The **Work Environment** characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. The Museum values a diverse and inclusive workplace, so if you are excited about this role but your past experience doesn't align perfectly with all of the responsibilities, we encourage you to apply anyway. You may be just the right candidate for this or other opportunities.

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**To Apply:**

Interested candidates can apply by submitting a cover letter along with a detailed resume to: [employment@santacruzmuseum.org](mailto:employment@santacruzmuseum.org) with the subject line: **Special Events Assistant**.

Please direct questions relating to this position to Lucy Logsdon [employment@santacruzmuseum.org](mailto:employment@santacruzmuseum.org).