

## FRONTIERS OF FLIGHT MUSEUM

### **JOB DESCRIPTION**

Position: Community Events Specialist

Report to: Sales & Event Manager

Full Time Position

REV: 08/15/2023

### **General Function**

The Community Events Specialist (CES) is a key component of the Museum's Events Department, supporting all Museum and client events that occur in the facility. Liaising with new and existing clients the CES will provide site tours, rental information and event logistics. This position also has responsibility for being the onsite point of contact for scheduled weekend general operations and rentals, including evening events, as needed. The CES will also assist with set up, strike and maintenance of FOFM equipment and furniture for rental and Museum events.

### **Major activities, typical duties and responsibilities**

*General Responsibilities include but are not limited to:*

- Act as client liaison with rental clients, taking and confirming reservations and providing information and assistance throughout the entire rental process.
- Work in conjunction with the Sales and Event Manager to ensure all a high level of customer service for clients.
- Set up and conduct site visits with clients to discuss rental possibilities at the Museum.
- Update and maintain rental calendar.
- Open, supervise and close the facility for weekend general operating hours and rental events as needed.
- Set up, strike and maintain FOFM furniture and equipment for rental events, to include: arranging tables, chairs and stage per rental customer's layout.
- Assist rental clients with load in and pre-event setup; event operation and post event strike.
- Assist with the preparation and set up of birthday party areas as needed.
- Responsible for minor general housekeeping needs during operational hours.

### **Skills, abilities and other requirements**

- Excellent verbal communication and customer service skills.
- Ability to read and comprehend basic facility layout sketches.
- Must be able to lift/move FOFM assets for rental events (50lbs min)
- Previous experience in the events industry a plus.

### **Work Schedule**

- Full Time position – 40hrs per week.
- Can include weekend and evening shifts.
- Actual schedule can vary week to week depending on event rental schedule.

Compensation: \$38,000/year

To apply please send resume and cover letter to [info@flightmuseum.com](mailto:info@flightmuseum.com)