

NAME:	Vacant
DATE:	December 2021
JOB TITLE:	WEEKEND AND SPECIAL EVENTS MANAGER
FLSA STATUS:	NON-EXEMPT
JOB STATUS:	PART TIME (Under 1000 Hours)
JOB CLASS:	HOURLY STAFF
WORK LOCATION:	CASTELLANI ART MUSEUM
TITLE OF IMMEDIATE SUPERVISOR:	DIRECTOR OF CASTELLANI ART MUSEUM
DEPARTMENT:	CASTELLANI ART MUSEUM
SECTOR:	ACADEMIC AFFAIRS

JOB SUMMARY:

With learning and public access at the heart of its mission, the Castellani Art Museum (CAM) seeks a Weekend & Special Events Manager to oversee visitor experience and front desk operations at the Castellani Art Museum during public hours and special events.

The Manager acts as a model visitor services representative, ensuring guests and visitors are greeted and given information to make their visits meaningful and welcoming. The Manager also oversees the security of collections and of the building during the weekend and off-hour functions. They are able to work alongside volunteers, work-study students, and interns, offering simple oversight. The Manager balances being a friendly host and museum representative with being a responsible steward of the facilities and collection. The Manager will also oversee any purchases or donations made by the CAM visitors.

The work schedule includes Saturdays, Sundays, weekday evenings, including special events during after-hours. Hours would range from 12-20 per week, around 24-44 hours per month.

ESSENTIAL DUTIES:

- Coordinate and ensure the smooth operation of the museum, including the security of collections and building on weekends and during off-hour events;
- Track number of visitors and key visitor information, closely monitor guests via security cameras;
- Open and close museum on assigned weekend days and weekday evening/after hours for special events during the museum's off-hours as directed by supervisor;
- Participate in the CAM Team Meetings and report out on events, security, data, visitor services points of interest

- Perform actions to maintain the safety and security of the museum, its collection, and persons in the museum such as early closings, evacuations, or weather emergency procedures; alert Campus Safety and Museum Director in the event of any emergency situation within or around the Castellani Art Museum property;
- Maintain confidentiality of information (including but not limited to: museum collections and security protocols, student and employee personal information), both during and after their employment with the University.
- Other duties as assigned by supervisor.

GENERAL DESCRIPTION:

% of Time

50% Welcome guests into the Castellani Museum of Art, share important information to ensure an interesting and educational visit and answer guest questions, ensure safety protocols are in place, capture visitor information, manage donations and sales

35% Coordinate and ensure smooth operations of museum and building on weekends and during off-hours events; act as a steward to ensure safety and security of the collection; report incidents to museum staff as needed

10% Offer guidance and simple oversight to volunteers, work-study students, and interns that assist with visitor services or event functions

5% Other duties as assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- 1) Ability to work non-traditional business hours on a regular basis;
- 2) Knowledge of museum security policies and procedures;
- 3) Ability to work with various diverse community groups and the general public;
- 4) Ability to read and comprehend the English language sufficiently as well as various forms, documentation, files, and information in the museum;
- 5) Ability to receive telephone calls, respond to inquiries, and provide a clear verbal and written communication to others;
- 6) Ability to operate computers, i-Pad, access the internet and communicate via email, operate a cash register, as well as cash handling skills;
- 7) Excellent organizational skills with proven ability to think quickly and decisively in an emergency and give direction and orders;

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8) Ability to write reports and communicate with campus officials and other agencies in an emergency;

9) Sufficient manual dexterity with proficiency to handle various office machines including but not limited to a computer, calculator, copy machine, and fax.

ERGONOMIC REQUIREMENTS:

The functions of the position are usually performed sitting at the museum's front desk. Some amount of walking, climbing stairs, sitting, stooping, kneeling, bending, crouching, lifting up to 30 lbs., watching security monitors for long periods of time, pushing, pulling and other movements may be required. Tasks involving working on a computer keyboard, calculator, cutting, labeling, and taping involve extensive wrist and hand movements. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

QUALIFICATION STANDARDS

- 1) High school diploma required.
- 2) Experience working with the public in a visitor/public services capacity required.
- 3) Art or history museum and/or campus security experience is a plus.

THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.

Employee Signature

Date

Supervisor Signature

Date