



**JOB POSTING – September 11, 2018**  
**DEADLINE- Until Filled**  
**Temporary Event Staff**  
**Wistariahurst Museum**

**Position Summary:** Wistariahurst is dedicated to preserving Holyoke's history and inspiring an appreciation of history and culture through educational programs, exhibits, and special events. Event Staff work on an as needed basis at concerts, private events, weddings, and other special programming. Greet guests, oversee point of sale ticketing and registration, monitor the house and collection during events, coordinate caterers and other vendors, and provide additional support for events as needed.

**Essential Functions:** Assists with museum opening and closing; Oversees event setup and breakdown including moving chairs, folding tables, and other event equipment; Ensures the appropriate use of the house and its furnishings by guests and vendors. Supervise clearing up and breakdown at the end of events; Manage volunteers; Execute arrangements made by event planner; Direct guests to appropriate areas of the house; Perform basic administrative tasks such as answering the phone and filing; Handle communication during events with vendors and other parties; Maintains the safety of guests; Oversee on-site money handling, record-keeping, and accounting for events including using a cash box, cash register, online ordering systems, and a credit card machine. *The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

**Knowledge, skills, and abilities required:** Commitment to the mission of the museum. Ability to work effectively with members of the public.

**Knowledge, skills, and experience preferred:** Knowledge of and enthusiasm for events such as weddings and other special events, catering and cleaning; Ability to coordinate and prioritize work tasks and meet deadlines; Ability to oversee volunteers; Ability to communicate, work independently, and function as a member of a larger team; Ability to handle a diverse group of people for events ranging from wedding ceremonies and photo sessions to concerts and corporate events; Exceptional communication skills. Some experience in catering or event coordination, or other preferred.

**Education, certification, licensure, or other similar requirements:** Graduation from high school or GED

**Supervision:** Supervised by the Director, Wistariahurst Museum. *Supervisory responsibilities:* None.

**Job Environment:** Work is mainly performed indoors, with some exceptions for outdoor concerts, wedding receptions, and other events; Work involves extensive interaction with members of the public, interns, volunteers, and other staff. Work schedule will be varied and is likely to include evening, weekend and holiday hours. Volume of work will fluctuate with the seasons; Errors could result in delay or loss of services, damage to building, equipment or historic collection, injury to self and others, and/or hazards to public safety.

**Physical Requirements:** Requires constant, moderate physical effort including extensive walking, reaching, standing, stooping and climbing; Frequently required to lift, move, and/or push furniture and equipment which may weigh up to 50 pounds; Physical agility is required to access all areas of the historic estate; Ability to work under varying weather conditions preferred; Employee must be able to detect odors. *The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Fair Labor Standards Act (FLSA) status:** Non-Exempt (hourly)

**Employment status, Hours, and Pay rate:** Temporary; Hours vary by event-weekdays, weekends, mornings, afternoons, and evenings; \$11.00-\$13.50

**Employee Benefits:** None

**Please send a letter of interest and resume by email only to:**

[personnel@holyoke.org](mailto:personnel@holyoke.org)

**NO PHONE CALLS OR WALK IN INQUIRIES**

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