On-Call Event Assistant

Nestled in the Oakland Hills, Chabot Space & Science Center was founded as an observatory in 1883. Today Chabot offers visitors the very latest in hands-on, interactive exhibits, displays, and Planetarium shows that explore the mysteries of the universe and of life here on earth. Chabot Space & Science Center is extremely proud of its reputation as one of Northern California’s leading centers for informal science education.

POSITION SUMMARY

The On-Call Event Assistant for the Visitor Experience Department helps to implement daytime and evening events hosted at the Center, including private rentals, public programs, and donor events. The position will work directly under the direction of the Event Production Manager & with the Associate Director of Events. Events that the position interfaces with may include but is not limited to: lectures, demonstrations, performances, weddings, corporate parties, award ceremonies, meetings, conferences, galas, and proms. The ideal candidate is an individual with a strong interest in science with prior experience with event production. This person thrives as part of a team, is detail oriented, hardworking, diplomatic, highly organized, and able to work independently to execute a task on time.

The On-Call Event Assistant will develop and implement a wide a range of duties including but not limited to the setup, running, and take down of event equipment. The On-Call Event Assistant will also provide excellent customer service support and a welcoming experience to clients and museum guests. It is important that the On-Call Event Assistant be familiar with the museum, the buildings, its equipment, policies, programs, services and the day-to-day schedule of events. Nights and weekends are required.

ESSENTIAL FUNCTIONS

- Assist in setting up and breaking down A/V components, furniture, signage, and other event equipment.
- Inspect event spaces and equipment post-event for damage, cleanliness, and document issues to be addressed.
- Test presentations in advance on equipment.
- Clean and organize event equipment and office settings.
- Provide excellent customer service support as an event host to clients and museum guests.
- Be attentive to the safety and security of event guests.
- Be aware of emergency procedures and troubleshoot concerns throughout the facility.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Self-starter with demonstrated ability to coordinate multiple tasks under tight deadlines.
- Must possess the ability to quickly and accurately identify critical issues when making a decision or solving a problem. Common sense and a cool attitude under time pressure is necessary.
- Demonstrated organizational, interpersonal and communication skills. The ability to interact effectively with colleagues, contribute in staff meetings, and share in staff responsibilities. Ability to work collaboratively in team structures. Excellent customer service and problem-solving skills.
- Willingness to have a flexible schedule. This position requires working nights and weekends.
- Experience in a museum, park, community center or informal education environment strongly preferred.

Position is approximately 20 hours per month. Salary range is $15-$17 per hour depending on relevant experience.

Email Resume to: npena@chabotspace.org