On-Call Event Assistant
Events Department

About Chabot Space & Science Center
Chabot Space & Science Center is a leader for innovative STEAM (science, technology, engineering, art and math) learning. Serving as a home for science in Oakland since 1883, Chabot inspires and educates learners of all ages on the Universe and planet Earth. Chabot is currently embarking on a historic partnership with NASA’s Ames Research Center to create novel learning and career opportunities in our current space renaissance for our community. We are expanding our team of impassioned visionaries to join us in rethinking equitable STEAM (science, technology, engineering, art and math) education for all.

Position Impact
The On-Call Event Assistant helps to implement daytime and evening private events hosted at the Center. The position will work directly under the direction of the Event Manager & with the Event Coordinator. Private events that the position interfaces with 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 education with prior experience with event production. This person thrives as part of a team, is detail oriented, hardworking, diplomatic, highly organized, comfortable producing written and verbal communications, 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 planning of events and the setup, running, and take down of event equipment. The On-Call Event Assistant will provide customer service support to clients and museum guests during daytime and evening events. 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 for clients.
- Assist with marketing and photo updates to event rental collateral.
- 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 skills when interacting with clients.
• 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.

Equivalent education/experience can substitute for all qualifications, unless legal requirements apply to the role.

Salary
• On-Call Schedule as needed
• $20/Hourly

Working Environment
Expected Hours of Work: 4-15 hours per week

Physical Requirements
• Must be able to stand for long periods of time, work in loud environments, & lift up to 25 pounds.

How to Apply
Email Events Manager, Chelsea Drescher, at rentals@chabotspace.org. Include resume.

Chabot Space & Science Center strives to offer an accessible recruiting and hiring process for all. If you would benefit from a reasonable accommodation at any stage in the process, please reach out to the hiring manager directly at rentals@chabotspace.org

Chabot Space & Science Center is an equal opportunity employer. We are committed to creating an inclusive, equitable, diverse and accessible working and learning environment that reflects the communities we serve. It is our policy and practice to consider all qualified candidates without regard to race, religion, color, national origin, age, sex, sexual orientation, disability, or veteran status.