



AMERICA'S CAR MUSEUM®

LEMAY-AMERICA'S CAR MUSEUM is currently seeking candidates for the following guest services positions:

SIGNATURE SHOW ASSISTANT

OPEN: 11/09/12

OPEN UNTIL FILLED:

REFERENCE JOB # W781

STARTING RANGE \$11.45/HR TO \$12.34/HR DOQ

DEPARTMENT: Marketing

FLSA CLASS: Non-Exempt

FTE STATUS: 1.0 (Full-time)

DRIVING CLASS: Required

REPORTS TO: Signature Show Administrator

SUPERVISES: Event Volunteers

SUMMARY: The Signature Show Assistant works under the direction of the Signature Show Administrator and assists with the development, coordination, facilitation, and execution of ACM Signature Events, including the Gala, Kirkland Concours, Meet at ACM, ACM Military Celebration, and the Seattle and New York International Auto Shows. Responsibilities include but are not limited to assisting with: Implementation of event initiatives; client-vendor communications and coordination; Monitoring planning and event timelines; Enforcing ACM's event and sponsorship policies and procedures; Maintaining and updating Signature Show data bases; Initiating event collaboration and communication between departments and external agents; Requisitioning of volunteer support; Providing volunteer event orientation; and, Providing peripheral support to the marketing and exhibit departments.

This position requires the ability and attentiveness to operate within the scope of organizational objectives and departmental goals, the ability to professionally represent the museum while interfacing with clients, vendors, and other external parties, the skills to work with volunteers effectively, and the ability to work under general instruction and supervision to fulfill position responsibilities.

This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. To perform the job successfully, an employee must perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Evening, weekend and holiday work is required surrounding signature events.

QUALIFICATIONS:

The incumbent for this position must be at least 21 years of age and possess an AA degree in Hospitality, Business Administration, Communications, or relevant field PLUS 1 year customer service experience, preferably in events. Additional relevant experience can substitute year for year for educational requirements.

Additionally, the incumbent must possess:

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;
2. A valid driver license and the ability to drive a personal vehicle for business purposes;
3. Demonstrated teamwork skills;
4. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
5. The skill and ability to work independently with general instruction and while maintaining a team oriented approach and attitude;
6. A track record of providing high levels of customer service;
7. Strong organizational skills and a high level of attention to detail;
8. A proven ability to multi task and prioritize competing tasks while meeting deadlines;
9. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
10. The able to critically analyze and resolve quantitative, logistical and spatial problems;

11. Intermediate knowledge, skills, and ability in M.S. Word, Excel, Outlook;
12. The ability to lift and carry up to 50lbs. periodically;
13. The ability to understand and effectively communicate in the English language, verbal and in written and form;
14. The ability to use a work on a computer for extended periods of time, regularly use office machinery, frequently bend, kneel, twist, manipulate objects with fingers, hold, grasp, stand for long periods of time, read and interpret contracts and instructions, and communicate clearly both verbally and in written form.

APPLICATION INSTRUCTIONS:

To apply for this position, include all of the following:

1. Cover letter (include specific Reference Job # **W781**)
2. Resume (include salary history)
3. Professional references (minimum of three)

Email all application materials to HR@LeMayMuseum.org

Or

Mail to: P.O. Box 1117, Tacoma, WA 98401 or fax to 253-779-8499.

LEMAY-AMERICA'S CAR MUSEUM is and equal opportunity employer.