

AMERICA'S CAR MUSEUM®

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

EVENT ASSISTANT

OPEN: 11/12/12

OPEN UNTIL FILLED:

REFERENCE JOB # W244

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

DEPARTMENT: Sales & Events

FLSA CLASS: Non-Exempt

FTE STATUS: (Part-Time – 20 or less/wk)

Driving Class: Required

REPORTS TO: Sales Manager

SUPERVISES: <u>Event Volunteers</u>

GENERAL SUMMARY:

The Event Assistant is responsible for implementation of operational aspects of ACM private events and for ensuring that events are executed within contractual parameters and in a professional and efficient manner. Responsibilities include: Carrying out event orders and initiatives; Monitoring guest and vendor activities per specified contract; Ensuring departmental goals and objectives are carried out during events; Assisting vendors with access and operational needs; Maintaining event timelines; Enforcing ACM's event policies and procedures; Participating in event meetings; Participating in volunteer event specific trainings; Assisting in the maintaining and updating event data base; and, Abiding by established best practices.

This position requires the ability to carry out duties within defined parameters, the skills to direct volunteers effectively, and the ability to work independently under minimal supervision and general instructions to fulfill the responsibilities described herein.

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 as the Event Coordinator is expected to be onsite the day of the event to oversee set-up, troubleshoot problems, supervise volunteers, and provide client and vendor assistance.

QUALIFICATIONS:

The incumbent for this position must be at least 21 years of age and possess a GED or High School Diploma Plus 2 years' experience in the event or catering industry, or closely related field.

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 carry out instructions and team/department initiatives with general instruction and minimal supervision 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, and 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 basic office machinery, e.g., printer, telephone, stapler, etc, frequently bend, kneel, twist, manipulate objects with fingers, hold, grasp, stand for long periods of time, read and interpret 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 # W244)
- 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.