

Children's Museum of Pittsburgh

Position Title:	Event Prep Staff
Reports To:	Special Events Manager
Supervises:	N/A
Status:	Part-time, non-exempt, hourly

Summary of Position:

The role in this position is to assist the Special Events Manager with set-up and break-down of all events. Responsibilities may include moving and/or setting up tables/chairs, couches, rugs, helping as bar back, assisting with activities as directed by the Special Events Manager to ensure successful events.

Key Responsibilities:

Board Relations

- N/A

Development

- N/A

Financial

- N/A

Human Resources

- Comply with all human resources policies and procedures.

Management

- N/A

Marketing

- Positively and accurately represent the Children's Museum to the community at large.

Operations

- Understand, follow and enforce established Museum policies and procedures.
- Understand and be able to perform emergency procedures (i.e. fire evacuation, accident reporting).
- Part time position may require some evening and weekend hours depending upon events.
- Follows appropriate safety and security procedures and uses equipment and materials properly.

Planning

- N/A

Programming

- N/A

Supervisory

- N/A

Other

- Must perform all other functions as required to ensure the success of Museum events.

Physical Effort: Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials is required. Position requires moving regularly and consistently requiring moderate to heavy physical effort. Moves about the museum floor on a regular, consistent basis to set-up, monitor, and break-down events. Must be able to lift up to 65 lbs. regularly. Heavy lifting may be done with some assistance on certain occasions.

The physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Health & Safety Administration: Position involves exposure to large numbers of children and exposure to germs associated with working in public attraction. Handles emergency situations as they arise, and monitors to ensure overall safety of visitors and staff.

Position Criteria: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. FBI, Acts 33 and 34 Clearances required.

Education Equivalent: N/A

Previous Experience: Previous experience lifting heavy objects and working in a fast paced environment.

Scope of Authority: N/A

Interpersonal Communications: Must communicate regularly with staff and supervisor.

Analytical Skill Required: Must be able to use sound judgment when lifting and assisting other staff.

Scope of Impact on Fiscal Matters: N/A

I have read and understand this explanation and job description.

Employee Signature/Date

Supervisor Signature/Date

REV: 04/13