JOB OPENING ANNOUNCEMENT

For more than 30 years, the Children’s Museum of Pittsburgh has provided “innovative museum experiences that inspire joy, creativity and curiosity”. Through high quality exhibits and programs, we provide opportunities to the region’s children for learning and play. We also provide resources and partner with those in the community who share our vision and work with or on behalf of children. We are currently recruiting for the following position:

Event Staff
Reports to: Special Events Manager and Special Events Supervisor
Casual Part-time, Nonexempt, Hourly

Position Summary
The role in this position is to assist the Special Events Manager and Supervisor 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/Supervisor to ensure successful events.

Position Duties
• Performing physical activities that require considerable use of your arms and legs 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.

Position Requirements
• To perform this job successfully, an individual must be able to perform each essential duty satisfactory.
• FBI, Acts 33 and 34 Clearances required.
• Must be able to use sound judgment when lifting and assisting other staff.
• May require some evening and weekend hours depending upon events.
• Follows appropriate safety and security procedures and uses equipment and materials properly.

If you are interested in applying for this position, please complete our online application found at: https://pittsburghkids.org/job/jobs. In addition, you may be required to submit a resume and cover letter. Please follow the instructions on the application site.

Thank you for your interest.

EOE         Our Employees are aware of this ad.         M/F/V/D