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:

Job Title: Special Events Operations Supervisor  
Date: February 18th, 2020  
Status: Full-time, Non-Exempt, Hourly  
Reports to: Associate Director of Visitor Services

Position Summary

The Special Events Operations Supervisor is responsible for the execution of all special events as well as the effective operation of the overall program. Position is primarily operations management, scheduling, training and supervision of staff during all events. Position requires flexible work schedules including weekends and late nights.

Position Qualifications

- Associate’s degree or equivalent required. Bachelor’s degree or equivalent in a related field preferred
- Supervisory experience preferred
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- FBI Criminal History (with fingerprints), PA Child Abuse History (Act 33) and PA Criminal History (Act 34) clearances are required.

Position Duties

- Ensures highest level of service and quality for each event held;
- Assists in coordinating all planning, set-up, clean-up etc. for external, donated and internal events;
- Is responsible for assisting reservations and bookings of special events when the Associate Director of Visitor Services is absent;
- Assists in managing supply needs for special events;
- Works with clients on an extended timeline prior to their event to ensure overall success;
- Acts as the Museum contact during events for present caterers and all sub-contractors;
- Exhibits knowledge and preparedness to respond to issues that may arise relating to facilities, security, safety, staffing, catering, cleaning and contractors;
- Ensures the Museum and its grounds are returned to pre-event condition and ensures all contractors fulfill contractual obligations;
- Provides guidance, direction, and supervision for the Events Staff team.

If you are interested in applying for this position, please complete our online application found at: https://pittsburghkids.org/job/jobs. In addition, please 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