



Fairfield Museum

AND HISTORY CENTER

Position Title: **Fairfield Museum Events Assistant**
Reports To: Burr Mansion Manager or Visitor Services Manager
Level: Part Time, hourly. \$20/ hour

Function: Responsible for assisting with and supervising special events at the Burr Mansion and Fairfield Museum, including overseeing caterers and facilities use and ensuring the overall smooth operation and safety of event activities.

Hours: Flexible daytime, evening and weekend hours

Duties:

- Open Burr Mansion for clients, assist caterers or vendors with any site needs during set up, ensure that clients and guests have a clean, safe venue, assist with any questions or situations.
- Ensure that event guests are using the facility safely and under the required policies. Communicate as needed with caterers or event managers during the event.
- Close and secure facilities, ensuring that all parties have left the premises in a clean and orderly manner.
- During Fairfield Museum events, answer phones, greet visitors and provide informed and helpful customer service
- At Fairfield Museum events, use automated point of sale system to enter and process cash receipts for facilities payments and store sales.
- Other duties as directed by the Burr Mansion Manager or Visitor Services Manager

Experience / Skills / Education:

- Professional, gracious, outgoing and helpful demeanor
- High level of personal and professional integrity and initiative
- Event/Property management and/or catering experience preferred
- Excellent communication skills to address client negotiation and demands
- High School Diploma

To Apply:

Please email a cover letter, resume detailing work experience and three references to: info@fairfieldhs.org. Please put "Event Assistant Search" in the subject line of your email. EOE. Applications are reviewed on a rolling basis.