

MUSEUM RENTALS AND EVENTS ASSISTANT (PART TIME)
Sugar Hill Children's Museum of Art & Storytelling

ABOUT BHC: Founded in 1983, Broadway Housing Communities (BHC) is committed to addressing the challenges of poverty and homelessness for adults, children, families and communities in Upper Manhattan. BHC has developed seven buildings that provide housing and other services for adults, children and families living in deep poverty; operates two award-winning early childhood centers; and provides opportunities for tenants and the wider community to engage with the cultural arts. The recently completed Sugar Hill Project, located in the National Historic District of Sugar Hill, includes 124 units of permanent, affordable housing; an early childhood center; and a children's museum of art and storytelling along with other community facilities.

ABOUT SHCMAS: The Sugar Hill Children's Museum of Art & Storytelling (SHCMAS) is the cultural capstone of BHC's development in Sugar Hill, at the intersection of the African-American community of Harlem and the Latino community of Washington Heights. SHCMAS provides young visitors with opportunities to discover, engage with and appreciate important works of art as they strengthen their own cognitive and creative development. Museum programs developed for 3-8 year olds and their families feature exhibitions ranging from single-artist presentations to thematic surveys and newly commissioned artist projects; intensive hands-on art education programs; monthly storytelling series; and other family programs. Acknowledging the significance of art and storytelling in Sugar Hill's history, intergenerational and cross-cultural participation are encouraged.

POSITION DESCRIPTION: The Museum Rentals and Events Assistant will work with staff to advance the Museum's existing facility rental program, providing leadership in the execution and evaluation of the Museum's birthday parties, special events, and facility rental programs. The position works with all staff, specifically working closely with the Visitor Service & Retail Manager, the Development Associate, and the Communications and Marketing Coordinator.

This position will average 28 hours per week and requires a Wednesday through Sunday schedule.

RESPONSIBILITIES:

- Work from an existing birthday party and/or special events checklist to oversee each event.
- Proactively work to ensure clients have a positive experience working with the Museum's staff.
- Partner with the Visitor Service & Retail Manager to act as on-site liaison for clients, vendors, and/or parents.
- Partner with the Visitor Service & Retail Manager to follow up on inquiries to book parties.
- Partner with Visitor Service & Retail Manager and Administrative Manager to ensure that birthday party and special event rental fees are processed, and to remit birthday party and special event rental related invoices.
- Coordinate and oversee birthday party food service arrangements, room set up, party staffing, and facilities staff clean up.
- Show the Museum to potential rental clients, and assist event planners and caterers on Museum floor plan for event set up.
- Partner with the Visitor Service & Retail Manager to supervise event staff--AV Technician, Visitors Services Staff--on the day of the event.
- Supervise building's facilities staff, on the day of the event, to ensure the Museum is returned to original condition at the conclusion of each event.
- Supervise load-in, installation and load-out of vendors and equipment in the event space, staging area, and catering prep areas; ensure that events do not interfere with the Museum's normal functions during public hours.
- Assist Directors with overseeing Museum VIP exhibit opening events logistics as needed.
- Assist the Development Team with aspects of executing donor event logistics as needed.

QUALIFICATIONS/REQUIREMENTS:

- Excellent skills in project management, prioritizing, and problem-solving; strong attention to detail is imperative.
- Excellent written and oral communication skills.
- Proficiency in MS Office is required.
- Congenial disposition; enthusiasm when interacting with the public, strong customer service orientation.
- Genuine interest in the mission and programs of the Museum
- Self-motivated; flexible and have the ability to work well independently on several projects concurrently.
- Must be a team player, and have the ability to work with a diverse group of individuals in a collaborative environment.
- Experience in a gallery, museum, and/or cultural organization is a plus.
- Office administration experience is a plus.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Physical requirements include: stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders) and reaching above the shoulders and lifting of up to 50 lbs. Lifting equipment, boxes, etc. Must be able to work in a low-temperature, climate-controlled office environment.

APPLICATION:

To apply for this position, please email your resume and cover letter to resumes@bhc.org. Applicant review will continue until the position is filled. Please indicate your last name and "**Museum Rentals and Events Assistant**" in the subject line. **No phone calls, please** -- we will respond to those candidates whose qualifications are best aligned with the components of this job description. Pay rate commensurate with experience. We offer a comprehensive benefits package, including health, dental, 403(b) retirement plan and paid time off.

SHCMAS/BHC is committed to providing equal employment opportunity without regard to race, ethnicity, religion, gender identity, national origin, age, citizenship status, marital status, sexual orientation, veteran status, height, weight, or disability.