

POSITION TITLE: Lead Event Lead (Set up & Breakdown)

STATUS: Full time Non-Exempt / hourly

REPORTS TO: Director of Events

ABOUT THE MUSEUM OF LATIN AMERICAN ART

The Museum of Latin American Art (MOLAA) in Long Beach, California is the pioneer museum in the western United States that exclusively features contemporary Latin American and Latinx art.

MISSION

The Museum of Latin American Art expands knowledge and appreciation of modern and contemporary Latin American and Latinx art through its collection, ground-breaking exhibitions, stimulating educational programs and engaging cultural events.

POSITION DESCRIPTION

The individual will be responsible for effectively servicing clients/groups and maintaining the banquet and event staff. The Event Lead will work in conjunction with the Director of Events, to achieve the Museums revenue, satisfaction, staffing goals. The Lead is also responsible for banquet/event set-up & breakdown as well as cleanliness within the rental space. Banquet & Event Staff are responsible for all MOLAA event set ups, which includes MOLAA Events (Development, Membership, Marketing, Education), and third-party rentals handled by MOLAA or MOLAA's exclusive catering partner. Events are located on museum grounds and will have indoor and outdoor environments

This staff must have a flexible schedule & availability to allow for set up time and tear down time and must have weekend availability.

Disclaimer: This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer

ESSENTIAL FUNCTIONS:

Banquet & Event Set up and Tear Down

- Approach all encounters with guests and employees in an attentive, friendly, courteous and service-oriented manner.
- Assign and oversee event set up and break down, including coordinating work schedules of Events Staff.
- Sets indoor/outdoor space with tables, chairs, dance floor, stage, etc. for events such as dinners, weddings, exhibition openings, concerts, educational events, family festivals, development events and third-party rentals.
- Manages and contributes to overall cleanliness and organization of facility and event location.
- Set up basic AV equipment such as speakers and microphones.
- Responsible for helping keep track of equipment inventory at events and equipment used for set- up and cleaning.
- Ensures a pleasant visit for each guest; maintains effective guest relations.
- Recognizes and resolves guest complaints and concerns.

ESSENTIAL RESPONSIBILITIES:

- Work with the Facilities department to properly load and store equipment such as chairs, tables, linens & equipment
- Clean up of facilities grounds, including bathrooms, after event or banquet has finished.
- Work closely with the Director of Events to manage the events calendar to ensure coverage for future events.

- Stays updated on latest developments pertinent to the department as well as the location.
- Performs special projects delegated by management.

Position Requirements:

- 1 to 2 years banquets experience.
- Excellent people and communication skills.
- Proven experience setting space in an event setting and demonstrated outstanding customer service.
- Must possess willingness to learn and perform new banquets programs and services.
- High attention to detail, drive and motivation.
- Proven ability to effectively manage and direct staff.
- Organizational capabilities to support multiple projects and managers simultaneously.
- Ability to problem solve and work independently in a changing and multi-tasking environment with deadlines.
- Ability to work and manage effectively in a fast-paced environment
- Flexibility with schedule with evenings and weekend work required.
- Some, infrequent local travel to assist with pick up/delivery.

Physical Demands:

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the associate is frequently required to perform the following tasks during the day or night, at times, in inclement weather:

- Stand, and use hands and fingers to handle, or feel
- Reach with hands and arms
- Talk and hear
- Sit; walk; climb or balance; stoop, kneel, crouch, or crawl
- Lift and/or move up to 75 pounds
- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus

Work Location:

On site at MoLAA, Long Beach, CA