

POSITION TITLE: Banquet & Events Staff (Set up & Breakdown)

STATUS: Part Time Non-Exempt / hourly (\$17.00/hr)

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 only 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

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

- Sets indoor/outdoor space with tables, chairs, dancefloor, stage, etc. for events such as dinners, weddings, exhibition openings, concerts, educational events, family festivals, development events and third-party rentals.
- Sets up and breaks down event space; 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. Performs special projects delegated by management.
- Stays updated on latest developments pertinent to the department as well as the location.
- Recognizes and resolves guest complaints and concerns

ESSENTIAL RESPONSIBILITIES:

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

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. Excellent communication and organizational skills, attention to detail, drive and motivation. Flexibility with schedule with evenings and weekend work required.

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 regularly required to stand, and use hands and fingers to handle, or feel. The associate frequently is required to reach with hands and arms and talk or hear. The associate is occasionally required to sit; walk; climb or balance; and stoop, kneel, crouch, or crawl. The associate must occasionally 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: One location/Long Beach, CA

Rev. February 2022