

**POSITION TITLE:** Events Coordinator (Set up & Breakdown)

**STATUS:** Part 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**

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 as this position works primarily Thursday – Sunday shifts.

**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, dance floor, stage, etc. for events such as dinners, weddings, exhibition openings, concerts, educational events, family festivals, development events and third-party rentals.
- 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.
- Performs special projects delegated by management.
- Proactively stays updated and responds to latest developments pertinent to the department, event and location.
- 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.
- Prepare space prior to event, as well as perform general clean-up of facilities grounds, including bathrooms, after event or banquet has finished.
- Work closely with the Director of Events and Events Lead to accomplish all tasks in preparation for each event.
- Other duties, as assigned.

**Position Requirements:**

- 1 to 2 years banquets experience

- Excellent people and communication skills.
- Proven experience setting space in an event setting with high attention to detail and demonstrated outstanding customer service.
- Must possess willingness to learn and perform new banquets programs and services.
- Ability to take direction and shift priorities in a fast-paced environment.
- Ability to work in a team and independently.
- 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 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