

**Department:** External Relations

**Position Title:** Event Assistant

**Reports to:** Director of Marketing & public Relations

**Status:** Part Time/Non-exempt

### **Position Overview**

At the Buffalo Museum of Science and Tifft Nature Preserve, we take pride in providing an environment that inspires curiosity, self-directed learning and fun for our guests of all ages. All staff are recruited, trained, directed and developed with this in mind. We believe that science is fun and that everyone can be a scientist when they make observations and ask questions. Research shows that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

The Buffalo Museum of Science and Tifft Nature Preserve offer unique spaces for weddings, cocktail receptions, meetings and other various events. The Events Assistant will provide support for facility rentals, as well as Tifft and Museum-related events such as fundraisers, special openings and appreciation celebrations.

The Events Assistant must be a multi-tasker and able to remain cool under pressure. He/she must have a positive attitude, be able to lift and move heavy items for setup and breakdown of an event, communicate effectively and professionally with internal staff, BMS / Tifft stakeholders and vendor partners.

### **Essential Functions**

- Support the Event Coordinator and assist with facility rentals and special events at both the Buffalo Museum of Science and Tifft Nature Preserve
- Be an active part of events (before during and after the event), including:
  - Assisting in the set-up and take-down of all events
  - Responding quickly to all event-related needs as they arise, troubleshooting effectively
  - Communicating all relevant event information to Museum staff
  - Ensuring Buffalo Society of Natural Sciences rules and regulations are upheld and safety procedures are executed during events
- Work closely with the Events Coordinator and be familiar with all aspects the Museum's event procedures and policies, as well as the details of all upcoming events

### **Education, Experience, Skills & Qualities Required**

- Experience providing event support,
- Flexible schedule; ability to work weekends and evenings as required by his/her position and the needs of the Society.
- Enjoys interacting with clients, vendors and Tifft / Museum guests.
- Possesses a proactive attitude in order to address questions and concerns.
- Works well in a fast-paced environment, able to analyze situations and respond quickly to deliver effective solutions.

### **Physical Demands**

- Moving about on foot to accomplish tasks
- Ability to communicate through telephone, email and face-to-face
- Ability to lift 25-40 lbs.
- Valid driver's license and ability to operate a large vehicle

The Museum's culture is one of collaboration, collegiality, and teamwork. Candidate must enjoy working with people and have a desire to produce products and experiences of the highest quality. This job description is not intended to be interpreted as a comprehensive inventory of all duties, qualifications and work conditions. There will be times when the duties of this position will be modified in order to provide the best possible experience for our guests. Please send cover letter, resume and names of three references to [careers@sciencebuff.org](mailto:careers@sciencebuff.org)

EOE