



## **NEW EMPLOYMENT OPPORTUNITIES**

Please apply directly to [kendra@vanderbiltmuseum.org](mailto:kendra@vanderbiltmuseum.org)

### **Job Title: Site Use Support Assistant/Part-time**

**Summary:** The Site Use Support Assistant will be responsible for assisting in the planning, scheduling, preparation, and success of various site use bookings, and performing a variety of administrative tasks in a professional manner. The Site Use Support Assistant will ensure the effective and efficient logistics of site use bookings in person on the Museum premises and will support the Site Use and Event Supervisor in their role.

**Location:** Vanderbilt Museum & Reichert Planetarium, 180 Little Neck Rd., Centerport, NY 11721

**Status:** Non-exempt

**Hours:** Year-round position, primarily Fridays, Saturdays and Sundays, and some weekdays (18-32 hours per week) in person, open availability with variable hours dependent upon scheduled events

### **Duties and Responsibilities include the following:**

- Collaborate in the planning and execution of site use bookings, as well as daily administrative activities.
- Answer emails and make telephone calls related to site use management, take accurate messages and transfer telephone calls to the appropriate person in a cordial, efficient manner.
- Use MS Office Suite of products to type correspondence and various documentation in proper format and proofread/distribute as assigned.
- Review Altru calendar daily for upcoming site use bookings, additions and changes.
- Handle all client information in a confidential manner.
- Gain a complete understanding of the requirements for each site use booking. Assist with and coordinate logistical elements of on-site events.
- Establish and maintain relationships with vendors.
- Liaise with vendors and staff who have roles in the site use rental (such as, security, facilities, and site use teams) and oversee completion of all site use details.
- Act as a point of contact for site use clients and vendors. Promptly notify the appropriate person of their arrival.
- Anticipate attendee needs and address potential scenarios that could impact the integrity of the site use rental. Escalate guest concerns and issues directly to Site Use and Event Supervisor immediately.
- Maintain a working knowledge of the complex needs of a wide variety of site use bookings and keep timelines under control.
- Provide in-person coverage for site use bookings, such as weddings, photo shoots and birthday parties.
- Assist with all museum generated events, such as the annual Gala, and other fundraising and community events.
- Overall project management.
- Perform other related duties as assigned.

**Skills:**

Excellent communication skills  
Problem solver and grace under pressure  
Ability to work independently and effectively in a team environment  
Outstanding guest first mentality and customer service

Diplomacy and professionalism  
Excellent organizational skills and attention to detail  
Passionate, dedicated and invested  
Physical strength and stamina

**Experience:**

Prior site use coordination or hospitality experience highly desirable  
3+ years administrative experience  
3+ years experience in a service environment  
Drivers License (Required)

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Language Ability:** Ability to read, analyze, and interpret financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Work Environment:** The 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. The noise level in the work environment is usually moderate.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee 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 employee is regularly required to sit and talk or hear. The employee will be occasionally required to stand; walk; bend; stretch; lift; use hands and reach with hands and arms.