



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Site Use Assistant/Part-time

Summary: The Site Use Assistant will be responsible for assisting in the preparation and success of various site use bookings and performing a variety of tasks in a professional manner. The Site Use 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 in person, open availability with variable hours dependent upon scheduled events. This is a **physical** role.

Duties and Responsibilities include the following:

- Gain a complete understanding of the requirements for each site use booking. Assist with and coordinate logistical elements of on-site events.
- Provide in-person coverage for site use bookings, such as weddings, photo shoots and birthday parties.
- Operate golfcarts and trams for guests attending various events.
- 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.
- Assist with museum generated events, such as the annual Gala, and other fundraising and community events.
- Provide excellent customer service with outstanding guest first mentality.
- 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
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 experience in a service environment
Drivers License (Required)