



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Event Staff - Wedding Day Support/Part-time, shift work

Summary: The Suffolk County Vanderbilt Museum and Reichert Planetarium is seeking reliable and energetic individuals to assist with staffing on the day of weddings and events taking place on museum property. This is a physical, fast-paced role requiring attention to detail and excellent guest interaction skills. Event staff will play a key role in ensuring wedding days and events run smoothly by directing guests, assisting with furniture movement, and supporting various online logistics.

Location: Suffolk County Vanderbilt Museum and Reichert Planetarium, 180 Little Neck Rd., Centerport, NY 11721

Status and Range: Non-exempt, \$22.00 per hour

Hours: Wedding and event-based part-time position, **in person on museum property.** Weekend work, Fridays, Saturdays and Sundays, with some events scheduled during the week.

Duties and Responsibilities include the following:

- Greet and direct guests to designated ceremony and reception areas.
- Guide parking transportation drop-off zones, if needed.
- Assist with furniture and event setup or rearrangement throughout the day (including chairs, tables, signs, etc.).
- Support the wedding coordinator or planner with general tasks as they arise.
- Monitor guest flow and provide directions or help as requested.
- Maintain a clean and organized event environment.
- Report any issues or emergencies to the on-site supervisor promptly.

Requirements:

Ability to lift and carry up to 25 pounds

Comfortable walking and standing for extended periods of time, up to 12 hours

Friendly, professional demeanor and a customer-first attitude

Punctuality and reliability a must

Appropriate event attire; specific dress code will be provided

Previous event or hospitality experience a plus (Preferred)

Unexpired NYS Driver Licensed; (Required)

*Smoking is prohibited on Suffolk County properties.

The Suffolk County Vanderbilt Museum and Reichert Planetarium is an Equal Opportunity Employer.