



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Event Staff - Wedding Day Support/Part-time, shift work (approximately 12-hours)

Summary: The Suffolk County Vanderbilt Museum and Reichert Planetarium is seeking dependable, energetic, guest-focused individuals to join our wedding day event team. This is a fast-paced, hands-on role ideal for those who thrive in dynamic environments and enjoy creating memorable experiences. Event staff members are essential to ensure weddings run smoothly by assisting guests, supporting event setup, and handling on-site logistics.

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

Status and Range: SEASONAL, Non-exempt, \$18.00 - 26.00 per hour

Hours: Seasonal, part-time shift work – approximate 12-hour shifts, **in person on museum property**. Weekend work, Fridays, Saturdays and Sundays, with some events scheduled during the week.

Duties and Responsibilities include the following:

- Welcome and direct guests to ceremony and reception areas.
- Assist with parking or transportation drop-off coordination, as needed.
- Help with event setup, breakdown, and furniture rearrangement throughout the day (including chairs, tables, signage, etc.).
- Provide on-site support to the wedding planner and coordination team.
- Monitor guest flow and offer assistance or directions, as needed.
- Maintain a clean, organized and professional event environment.
- Promptly report any issues or emergencies to the on-site supervisor.

Requirements:

Ability to lift and carry up to 25 pounds

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

Friendly, professional demeanor with strong customer-first attitude

Reliable, punctual and detail-oriented

Willingness to follow provided event dress code

Previous event, hospitality and customer service experience a plus (Preferred)

US work authorization (Required)

Unexpired and valid NYS Driver Licensed (Required)

*Smoking is prohibited on Suffolk County properties.

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