

Public Programs Evening Events Assistant

The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world's most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city's past, present, and future.

The Public Programs Assistant provides essential support for the Public Program Department's day-to-day operations and logistics, with a primary focus on the successful execution of the public programs themselves. Reporting to the Manager of Public Programs, the Public Programs Assistant works to ensure the smooth functioning of major aspects of program logistics and operations, assists in marketing programs and coordinating with program speakers and performers, and ensures the highest quality of program experience for Museum visitors.

Roles and Responsibilities:

- Assist Public Program Coordinator with the operational aspects of each public program, including but not limited to:
 - Preparing all necessary collateral (playbills, posters, etc.)
 - Facilitating check in and onsite ticket sales
 - Providing customer service before and during events
 - Aiding in the set-up and break down of events which includes transporting large items such as tables, chairs and cases of water, positioning chairs, tables and pamphlets.
 - Greeting and welcoming attendees
 - Serving as an on-site point person for logistical requests
- As needed, participate in the Museum's weekly operational calendars and event meetings
- Work closely with department interns and Museum staff at events to ensure smooth operations and excellent customer service
- Other duties as assigned
- Part-time schedule up to 28 hours a week; must be available to work week nights on a regular (almost weekly) basis plus very occasional weekend programs as needed

A successful candidate will have:

- Four-year undergraduate degree preferred but not required
- At least one-year of experience in event management and production preferred
- Superior written and verbal communication skills
- Excellent organizational skills, including problem solving, multitasking, and the ability to work under pressure and meet deadlines
- Ability to communicate on a professional level with guest speakers, scholars, authors, dignitaries, and others
- Customer service experience a plus
- Excellent computer skills, including Microsoft Office and Adobe Suite

BENEFITS

Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan.

HOW TO APPLY

Please email our resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include **Public Programs Assistant** within the subject line of your email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.