

Joliet Area Historical Museum

Old Joliet Prison

Job Description

Job Title: Event Staff

Work Location: JAHM

Division/Department: 100

Reports to: Event Coordinator

Full-time

Part-time

Exempt

Nonexempt

Position Summary:

You will work chiefly nights and weekends during our rentals, concerts, and events. While mainly working behind the bar, this position would also include event set up, some space flips and clean-up after an event. Bar duties would include, but not be limited to, mixing, and serving drinks, working the cash register, and bar backing. This is a tipped position.

Essential Duties and Responsibilities:

- Greet guests in a timely and professional manner
- Verify guests that purchase alcohol are at least 21 years of age
- Possess full knowledge of bar items and be able to make recommendations
- Set up and maintain appropriate stock levels for the bar
- Help flip and set-up event spaces before and/or after events
- Run a register – ringing up sales and completing transactions accurately
- Assist other Museum staff as directed/requested as hourly requirements allow

Education and/or Work Experience Requirements:

- Some bartending experience preferred but will train the right candidates.
- Work well in a team environment
- Be quick on your feet
- Basset certified (can facilitate for the right candidate)
- Be able to lift and move 25 pounds for several hours at a time
- Excellent customer service skills with strong ability to interact with guests
- Accurate math and cash handling skills
- Must be at least 21 years of age
- Possess an affinity for JAHM's mission and maintain mutual professional conduct with co-workers and all Museum stakeholders, commensurate with JAHM's reputation as a visible, inclusive community cultural arts institution.

Apply with resume to Kelly Klobucher at k.klobucher@jolietmuseum.org