

Part-time Event Staff

Looking for some extra cash? Want to work surrounded by Joliet history at two unique locations in Joliet? This is the job for you! The **Joliet Area Historical Museum**, (JAHM) seeks an enthusiastic, resourceful, and reliable individual to serve as its **Part-time Event Staff** for our events at the Joliet Museum downtown location and the Old Joliet Prison. The Museum property is owned by the City of Joliet. Background check required.

Hours Per Week: Variable – mainly weekends and evenings depending on our rental and event schedules

Position Summary:

You will work chiefly nights and weekends preparing our event areas for rentals, concerts, and events. This position would also include some space flips and clean-up during and after an event.

Specific Responsibilities Include (but are not limited to):

- Greet guests in a timely and professional manner
- Assist guests to set up event décor items
- Clearing off tables during an event
- 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

Desired Qualifications:

- Work well in a team environment
- Be quick on your feet
- Basset certified (can facilitate for the right candidate)
- Excellent customer service skills with strong ability to interact with guests
- 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.

Please submit your resume, 2 references, and any other pertinent application material to:

Mike Brick - Deputy Director m.brick@jolietmuseum.org (815) 723-5201 ext. 7213