

## Job Announcement - 8/22/23

### Events Specialist

#### About the Position:

The Baltimore Museum of Industry seeks a motivated and energetic individual to manage day-of logistics for our private event rentals. The museum is the site of a multitude of parties, fundraisers, and weddings throughout the year and each event is staffed by our Events Specialist. The right candidate for the job will be calm in a storm, innovative in the face of problems and excited to make sure our clients have a great experience. The Events Specialist position is a part-time position with mostly evening hours.

#### About the Baltimore Museum of Industry:

Located on the waterfront near Baltimore's Inner Harbor, the Baltimore Museum of Industry interprets the diverse and significant human stories behind labor and innovation in Baltimore, cultivating a sense of belonging and inspiring visitors to think critically about the intersection of work and society. For more information visit, [www.thebmi.org](http://www.thebmi.org).

#### Primary Responsibilities:

- Manage day-of logistics for all rental events
  - Assist in providing on-site support and problem resolution for clients and vendors
  - Assist in supervising catering staff and other vendors and inspecting the premises after events
  - Supervise guests in the Museum's exhibit areas during events
  - Secure the facility after an event has concluded

#### Secondary Responsibilities:

- Conduct walkthroughs as needed with potential clients
- Provide back-up Front Desk coverage
- Provide the museum with assistance in various departments utilizing knowledge of the institution and of events
- Work with Director of Events on various projects as needed
- Other duties as assigned

#### Qualifications:

- Five+ years of experience in hospitality
- Ability to understand and carry out directions with minimal supervision
- Ability to think fast, make decisions, and pivot quickly
- Calm under pressure
- Basic computer skills including email and word processing
- Willingness to work hard, be reliable, and be punctual
- Ability to stand and walk for extended periods of time
- Ability to lift a minimum of 50 pounds

No one candidate will be perfect for this job. We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Diversity of experience and skills combined with passion are a key to professional success. No one ever meets 100% of the qualifications. Please just apply.

**Schedule and Compensation:**

This position has a guaranteed minimum of 20 hours per week. Most of those hours will be in the evenings while events are taking place. Since needs fluctuate throughout the year, heavier in the spring and fall and lighter in summer and winter, the event specialist will assist the Director of Events and Operations Manager on lighter weeks. Most shifts will range from 5-8 hours, but occasionally a work day can be more than 8 hours. The pay rate for this position is \$22 per hour.

**To apply:**

Please send a cover letter and resume to [humanresources@thebmi.org](mailto:humanresources@thebmi.org) with the following subject line: Events Specialist - <your last name>. Applications will be accepted through Friday, September 22, 2023.

*The Baltimore Museum of Industry provides equal opportunity to all applicants for employment. No applicant shall be discriminated against based on race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, or any other legally protected classification.*