

# Events & Public Programs

## Programs and Events Assistant

**Description:** Do you like interacting with people and being informed about community events? Are you familiar with Museum London and its programs? Become a Programs and Events Assistant with Museum London and you will not only gain skills in event management but also gain an appreciation for the London arts community. Our Programs and Events Assistants help with various events throughout the year including Artist Workshops, Film Screenings, Lecture Series, Nuit Blanche, and Museum Underground events such as the Crawl.

**Commitment:** Flexible schedule based on mutual agreement and event needs. Typically most events are during evenings and weekends.

### **Skill Requirements:**

- Excellent customer service skills
- Ability to receive feedback and take action when appropriate
- Previous sales and retail experience is preferred
- Background in Event Planning, Film Studies and/or Art is an asset
- Valid Police Records Check
- Complete mandatory Health & Safety training
- Must be 16 years of age or older

### **Duties and responsibilities:**

- Selling tickets and checking a list of names for people who have pre-purchased. Sometimes includes cash handling.
- Concession and/or Catalogue sales
- Welcoming and greeting guests
- Setting out and cleaning up beverages and any catering.
- Signing up attendees as Museum London Supporters (via iPad if provided)
- Representing Museum London and liaising with the public answering any questions and inquiries
- Assisting Artists with workshops for the public
- Enforcing all 'Museum Manners' during public events – making sure all artifacts and gallery spaces are safe of spills and other accidents

Not all duties will apply at each event. Job training is typically done prior to each event.

### **Benefits:**

- Parking pass supplied during shift
- 10% off in Muse Shop + Rental

**Reporting to:** Jordan Brennan, Volunteer & Retail Services Coordinator

**[CLICK HERE](#) to apply now!**