

FLINT CULTURAL CENTER CORPORATION

601E. Second Street Flint,
MI 48503

Job Posting – August 13, 2021

Job Title: Special Events Technician
Location: Sloan Museum – Courtland Center/Longway Planetarium
Reports To: Special Events Manager
FLSA Status: Non - Exempt
****This is a part-time position with a pay rate of \$11.50 per hour – must be available to work weekends****

GENERAL DESCRIPTION

Under the direction of the Special Events Manager and Coordinator, the Special Events Technician performs set up and tear down duties at events in the museum and planetarium. The position also provides exceptional customer service to both patrons and internal customers.

RESPONSIBILITIES

**Job
Description and
Qualifications:**

- Moving tables/chairs and placing linens and other décor where needed
- Ensuring all guests are acting respectfully towards fellow guests and observing all posted rules
- Helping ensure all tasks are completed by the end of the night in accordance with the standard operating procedures
- Additional duties as assigned

QUALIFICATIONS/SKILLS REQUIRED

- Excellent customer service and interpersonal skills
- Self-motivated and attentive to detail
- Ability to lift a minimum of 20lbs and stand for 5-7 hours per day.
- Well organized and able to work quickly and efficiently

EDUCATION AND/OR EXPERIENCE

- 1-2 years of guest service experience preferred.
- High School diploma (or GED) required, along with a clean driving record

To Apply: Email Resume to hr@fcccorp.org

The Flint Cultural Center Corporation is an Equal Opportunity Employer