Job Title: Special Events Technician  
Location: Sloan Museum of Discovery/Longway Planetarium  
Reports To: Special Events Manager  
FLSA Status: Non-Exempt

**This is a part-time position with a pay rate of $12.00 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**

- 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

**Date Posted: 2.9.23** Posting will remain active until filled.

The Flint Cultural Center Corporation is an Equal Opportunity Employer