



MDC Event Staff

Title: Event Staff

Accountable to: Event Lead/Visitor Services Operations Supervisor

Major Objectives: Enjoy work in a fast-paced organization that has a customer service focus. Develop skills while having fun. Thrive in a team environment and be a part of MDC's exciting events.

Qualifications:

- Desire to learn new skills – training provided
- Possess a positive attitude and enjoy a team environment
- Some technical aptitude preferred.
- Excellent customer service skills.
- Excellent multi-tasker with a can-do attitude.
- Must have the ability to stay calm and work effectively in a fast-paced setting

Responsibilities:

- Develop skills while having fun
- Assist with weddings, exhibit openings, concerts, food service, art and education programming, training programs, museum events, and a variety of other exciting events
- Collaborate with various departments furthering a team-work environment with a customer service focus.
- Follow event lead instructions for event set-up and tear-down.
- Light facility cleaning
- Apply safety best practices.
- Support the mission of the organization.
- Other duties as assigned.

Working conditions:

- Teamwork environment
- May be required to sit or stand for extended periods of time
- May need to work both indoors and outdoors
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.
- Occasional weekends and evenings required
- On-call/Non-Exempt Position



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Receipt and Acknowledgment

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Minnesota Discovery Center.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____ Date: _____