



# Wethersfield Historical Society

Where history happens every day.

## **Position: Part Time Event Services Staff**

**General:** Part-time, non-exempt position, variable evening and weekend hours. Wethersfield Historical Society, a private nonprofit community organization seeks an individual to join its event services staff at the Keeney Memorial Cultural Center at 200 Main Street in Old Wethersfield. This part-time position with variable hours, mostly evenings and weekends, requires being present at rental events, setting up and breaking down event tables and chairs and setting and disengaging alarm systems before and after events. It also requires basic familiarity with sound equipment.

## **Responsibilities:**

- Arrive on site on time to open the museum building and exhibits to the public (Sat. 10 am and Sun. 1 pm). Close and alarm the building at 4 pm when the museum closes.
- Supervise rentals during the set up phase, while the event is happening, and during clean up.
- Set up rental spaces with tables, chairs etc. with provided room layout plan.
- Foster a positive relationship with established volunteers and staff while working alongside.
- Light cleaning – sweeping, wiping down surfaces, taking out the trash.
- Securely check the property upon arrival, during shift and closing, immediately alerting staff to any emergency issues (security concern, water damage, missing or damaged object, suspicious individual, etc.) and recording any minor issues.
- Take appropriate emergency action as warranted in the event of accident or injury to ensure the welfare of all, and notify appropriate staff immediately of any emergency situation.
- Monitor sound system use to ensure the materials are being used in a safe and secure manner.
- Must be able to lift up to 50 pounds.

## **Experience**

- Successful candidates must be trustworthy, reliable, mature and have excellent customer service skills. They should be welcoming and outgoing individuals who aren't afraid to ask questions, have reliable attendance, and an enthusiasm for working with visitors of all ages.

**Compensation:** \$15 per hour

## **Work Schedule**

- Work schedule will include scheduled nights, weekends and occasional extended hours.
- Work schedule based on the direction of the Visitor Services Coordinator.
- Training is provided.

## **To Apply**

Please send **resume, cover letter and references** to Claudia Ale, Visitor Services Coordinator at [claudia.ale@wethersfieldhistory.org](mailto:claudia.ale@wethersfieldhistory.org). Position open until filled. No phone calls or walk-ins please.