Newark Museum Association

Title: Special Events Assistant

Location: 49 Washington Street, Newark, NJ 07102

Job Type: Part-Time

Compensation Type: Hourly

Start Date: ASAP

Job Description: The Special Events Assistant is responsible for assisting the Special Events Manager with the preparation required for internal and external meetings and special events.

Primary Responsibilities:

- Manages the full operation of events
- Assists with meeting/event set ups/breakdowns including preparing work orders and developing floor plans for events
- Supervises maintenance set up of events
- Responsible for inventory control and maintenance
- Works with caterers and orders food for events
- Prepares light coffee and tea set ups
- Responsible for administrative tasks in the department
- Assist Special Events Manager with special projects as needed

Qualifications:

- Must be able to work independently on aspects of several events simultaneously
- Must have a minimum of 1-2 years’ experience in a related food service environment
- Must have good typing skills
- May be required to work nights and weekends as needed

Application Instructions: Send letter of application and resume to:

Human Resources
Newark Museum
49 Washington Street
Newark, NJ 07102
Fax: 973-642-0459
Humanresources@newarkmuseum.org

About the Organization: Since its founding in 1909, The Newark Museum has been guided by a commitment to building major collections, as well as a commitment to educating the public and serving the community. The Museum features over eight galleries and houses one of the most extensive collections of American art - paintings, sculpture and decorative objects spanning three centuries. In addition, the Museum contains impressive holdings of African art, Classical art, European and American decorative arts and arts of Asia, including the largest collection of Tibetan art in the Western Hemisphere. The Museum complex is also made up of the Victorian Ballantine House, a National Historic Landmark built in 1885, the Alice and Leonard
Dreyfuss Planetarium, the Alice Ransom Memorial Garden, site of contemporary outdoor sculpture, an authentic one-room school house (circa 1784), and the Newark Fire Museum. The newest addition to the Museum will be a 5,000 square-foot natural science exhibit Dynamic Earth: Revealing Nature's Secrets, opening in November 2002.

The Newark Museum, a not-for-profit museum of art, science and education, receives operating support from the City of Newark, the State of New Jersey, the New Jersey State Council on the Arts/Department of State and corporate, foundation and individual donations. Funds for acquisitions and activities other than operations are provided by Members of the Museum and other contributors.