



**JOB POSTING – July 9, 2025**

**DEADLINE- August 1, 2025**

**Job Title: Per Diem Event Staff**

**Department: Wistariahurst Museum**

**Reports to: Museum Director**

**Job Summary:**

Event Staff work on an as needed basis at concerts, private events, weddings, and other special programming. Greet guests, oversee point of sale ticketing and registration, monitor the house and collection during events, coordinate caterers and other vendors, and provide additional support for events as needed.

**Supervisory Responsibilities:**

- None.

**Duties/Responsibilities:**

- Assists with museum opening and closing; Oversees event setup and breakdown including moving chairs, folding tables, and other event equipment;
- Ensures the appropriate use of the house and its furnishings by guests and vendors.
- Supervise clearing up and breakdown at the end of events;
- Manage volunteers
- Execute arrangements made by event planner; Direct guests to appropriate areas of the house;
- Handle communication during events with vendors and other parties; Maintains the safety of guests
- Oversee on-site money handling, record-keeping, and accounting for events including using a cash box, cash register, online ordering systems, and a credit card machine.
- The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed.
- The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**Required Skills/Abilities:**

- Knowledge of and enthusiasm for events such as weddings and other special events, catering and cleaning



Ability to coordinate and prioritize work tasks and meet deadlines

Ability to oversee volunteers

- Ability to communicate, work independently, and function as a member of a larger team
- Ability to handle a diverse group of people for events ranging from wedding ceremonies and photo sessions to concerts and corporate events
- Exceptional communication skills

#### **Job Environment:**

Work is mainly performed indoors, with some exceptions for outdoor concerts, wedding receptions, and other events; Work involves extensive interaction with members of the public, interns, volunteers, and other staff. Work schedule will be varied and is likely to include evening, weekend and holiday hours. Volume of work will fluctuate with the seasons; Errors could result in delay or loss of services, damage to building, equipment or historic collection, injury to self and others, and/or hazards to public safety.

#### **Education, Certification, Licensure and Experience:**

- Some experience in catering or event coordination, or other preferred.
- Graduation from high school or GED
- MA driver's license
- Bilingual English-Spanish (preferred)

**Fair Labor Standards Act (FLSA) status:** Non-Exempt (hourly)

**Employment status & Hours:** As needed (per diem)

**Salary/Pay rate:** \$15.00 (minimum) up to \$16.00 (maximum) per hour

**Employee Benefits:** None

**How to Apply:** Please apply on [Indeed.com](https://www.indeed.com)