



JOB DESCRIPTION

POSITION/TITLE:	Event Supervisor
DEPARTMENT:	Visitor Experience
SUPERVISOR:	Director of Special Events & Community Affairs
STATUS:	Part-time, Non-Exempt

Brooklyn Children's Museum (BCM) is seeking to hire a part-time Event Supervisor to support special events, birthday parties, space rentals, and elected official programming. The Event Supervisor's responsibilities include logistical support for events, including acting as a key point person for renters and programming staff; set-up and clean-up of rented spaces; providing information to prospective clients; and, other duties related to event coordination as needed.

RESPONSIBILITIES

- Provide excellent customer service for clients renting space at BCM.
- Work closely with supervisor, COO, Executive Team, and Visitor Experience Supervisors on all aspects of birthday parties, events, and space rentals.
- Manage administration duties including sending and responding to emails, updating spreadsheets to track events and completing and sending out contracts to clients.
- Manage inventory supplies including ordering and storage for special events, including birthdays
- Coordinate rental logistics with clients including walk-throughs, required documentation and outside contractors and service providers.
- Coordinate with outside vendors and agencies to provide catering and equipment as needed.
- Conduct outreach to boost visibility and rentals for birthday parties and space rentals.
- Supervise staff during all aspects of events to ensure the delivery of high quality service.
- Set-up, run and manage and clean-up for events, including tables, chairs and A/V equipment.
- Oversee setup and maintenance of events and event spaces, including A/V equipment
- Maintaining detailed records and data entry for each event using Altru and other platforms.
- Market and promote event rentals opportunities.
- Document events to provide examples for future clients on how spaces can be setup.
- Provide guidance to interns and volunteers when necessary.
- Other Museum-wide responsibilities as needed.

REQUIREMENTS

- At least 21 years of age with a high school diploma or equivalent.
- Flexible availability including day shift and night shift hours, weekends and holidays.

- Ability to move equipment, including tables, chairs, and A/V equipment. Must be able to move items of at least 35 pounds. Must be able to stand or walk for extended periods of time.
- Proficiency in Microsoft Office, particularly MS Word and Excel, and be comfortable using computers.
- Experience with audio-visual set-up a plus.
- Experience in guest management, hospitality, or customer service preferred.
- Excellent verbal communication skills and ability to present information clearly and confidently to visitors.
- An outgoing personality and sincere interest in connecting with people of many backgrounds and all abilities.
- Ability to work collaboratively and independently.
- Marketing or event experience is preferred
- Flexibility, focus on solution-building, and excellent critical thinking and judgment.
- Knowledge of Brooklyn, especially Central Brooklyn, preferred.
- Brooklyn Children’s Museum requires COVID-testing at least monthly, and may require additional testing or vaccination in the future. Vaccinations are available on our site.

SCHEDULE

The Event Supervisor requires flexible availability to work non-standard hours including morning, evenings, holidays, and weekends. Schedule may start as early as 6:00 a.m. and work as late as 4:00 a.m. May be required to work a 10-hour day or longer.

COMPENSATION

\$25-29/hour based on experience, paid every two weeks. Additional benefits include paid time off, accrued based on the number of hours worked, professional development opportunities and training, BCM membership, and free admission to most NY-based cultural institutions.

APPLICATION

Please send a cover letter and resume as 1 PDF to careers@brooklynkids.org with “[Your Last Name]– EventSupervisor” in the subject header.

Applications will be reviewed on a rolling basis until the position is filled. Only those candidates selected for an interview will be contacted. Note telephone calls for position inquiries, please.

ABOUT BROOKLYN CHILDREN’S MUSEUM

Brooklyn Children's Museum (www.brooklynkids.org) is the world's first children's museum and a pioneer in the field of informal learning. Inspired by the energy and diversity of our borough, Brooklyn Children’s Museum’s mission is to create experiences that ignite curiosity, celebrate identity and cultivate joyful learning. Located in Crown Heights, Brooklyn, the Museum serves 300,000 children and adults annually through its exhibits, school, public, and after school programs.

EQUAL OPPORTUNITY EMPLOYMENT

Brooklyn Children’s Museum is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteranstatus, or any other characteristic protected by federal, state, or local law in its employment policies.