



# International Museum of Surgical Science

A Division of the International College of Surgeons

## **Part- Time Events and Outreach Assistant**

24-32 hours/week, including some evening and weekend hours as needed.

The Events and Outreach Assistant will gain experience working in a small specialized Museum, learn how to facilitate programming and how to host private events. It is anticipated that the Events and Outreach assistant will gain knowledge and experience in special event rentals that range from small to large events. This is an entry level position, and may eventually lead to Full Time employment.

The Events and Outreach Assistant reports directly to the Manager of Operations and Events.

### **The primary duties and responsibilities include but are not limited to:**

- Events and Programs
  - Work public and private events (weddings, photo shoots, corporate parties, concerts) at the museum, assisting with set-up, monitoring the gallery spaces, and coordinating with vendors to ensure a smooth event
  - Work public programs, assisting with set-up and break down
  - Assist with marketing related to programs and events, including making social media posts, sending out newsletters, and making promotional flyers
  - Develop new programs to engage visitors with the museum's content
  - Provide exemplary customer service
- Outreach
  - Creating new outreach lists to promote events and programs
  - Design flyers to advertise programs and events
  - Forge new relationships and partnerships with other organizations and individuals
  - Expand our reach in Chicago with targeted marketing and advertising
- Fundraising
  - Assist with planning and executing an annual fundraiser at the Museum.
  - Duties may include finding vendors, creating signage, creating marketing materials and securing auction items
  - Manage the silent auction submissions, website, and pick-ups
  - Coordinate with volunteers to staff the event
  - Perform marketing duties and outreach to sell tickets

- Visitor Services
  - Work the front desk as needed, including taking admission and gift shop sales
  - Mail out memberships and gift shop orders
  - Assist with administrative gift shop tasks as needed including inventory, preparing orders, and merchandising
  - Research new products to bring into the gift shop
  - Manage and maintain membership program

### **Qualifications**

- Bachelor degree or equivalent required
- Previous experience in events preferred
- Experience dealing conflict and comfortable working in a fast-paced environment
- Ability to work independently
- Basic computer skills, including Microsoft programs
- Weekend and evening availability required
- Excellent communication skills and comfortable with public speaking
- Team player
- Previous experience in retail is a plus

### **Benefits and Compensation**

\$18/hour

### **Schedule**

- 8 hour shift
- 3 days a week required plus occasional weekend and evening hours as needed

### **About the International Museum of Surgical Science:**

The International Museum of Surgical Science, a division of the International College of Surgeons (ICS), maintains over 10,000 square feet of public galleries committed to the history of surgery, and an exquisite permanent collection of art and artifacts from the history of Medicine. The Museum supports its Mission through medically themed exhibitions and programs, in addition to a strong contemporary art exhibition program.

*The International Museum of Surgical Science is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.*

**To apply for this position please email a resume with 3 references, cover letter, and availability to [lindsey@imss.org](mailto:lindsey@imss.org). Background checks will be required.**