

## **Assistant Manager of Events (Part-Time) – International Museum of Surgical Science**

**Location:** Chicago, IL

**Compensation:** \$20.00 per hour

**Application Deadline:** Rolling, until positions are filled

### About the Role:

The International Museum of Surgical Science (IMSS) is seeking a detail-oriented, customer-focused **Assistant Manager of Events** to join our Event Staff team. The position provides support for private event bookings at the International Museum of Surgical Science, contributing to event coordination, operational efficiency, guest services, and building security. This is a part-time role with scheduling determined by event requirements.

### Job Duties and Responsibilities:

**Operations & Support:** Serve as Venue Site Coordinator during events to ensure smooth operations, troubleshoot on-site issues, and oversee post-event procedures including cleanup, equipment organization, guest departures, and facility security.

**Event Production:** Lead the execution of Museum open houses and special events, including client and vendor coordination, equipment and floor plan management, and oversight of event setup and logistics.

**Guest Services:** Provide a high level of customer service by welcoming and checking in attendees, processing ticket sales (via Eventbrite and onsite systems), offering directions, and addressing guest needs.

**Marketing:** Develop and implement marketing initiatives across social media and approved platforms, including paid advertising, content creation, and leveraging booking platform tools to promote events.

**Event Booking:** Field incoming event inquiries, conduct client walkthroughs, and coordinate booking logistics to ensure a seamless reservation process.

**Staff Management:** Oversee Event Staff operations, including scheduling, supervision, onboarding, and training of new and existing team members.

### Required Qualifications:

- Prior experience in events, customer service, or hospitality strongly preferred.
- Strong interpersonal and communication skills with a professional, welcoming demeanor.
- Ability to problem-solve and adapt in a fast-paced environment.
- Flexible availability for evenings and some daytime/weekend shifts.
- Ability to lift up to 25 lbs and remain on your feet for extended periods.

## Preferred Experience

- Experience in sales.
- Demonstrated experience in staff management, including team supervision, scheduling, and training.
- Experience with social media platforms, including but not limited to the creation of promotional content.
- Experience in planning and producing private events, such as any aspect of weddings, corporate gatherings, and social celebrations, is highly valued.

## Scheduling & Commitment

- 30 hours per week; on-site.
- Evening and weekend availability required for private event coverage.

## How to Apply

To apply, please submit a **resume and a brief letter** detailing your relevant experience and why you would like to work in a museum to **Michelle at [hiring@imss.org](mailto: hiring@imss.org)**. Please note that only applications submitted according to the listed instructions will be reviewed. As our team is small, we may not be able to personally respond to every applicant. We appreciate your interest, and only candidates whose experience aligns with our qualifications will be contacted for next steps.