



Job Title:

Event Staff (Part-Time, Contract) – International Museum of Surgical Science

Location: Chicago, IL

Compensation: \$17.50 per hour

Application Deadline: Rolling, until positions are filled

About the Role:

The International Museum of Surgical Science (IMSS) is seeking dedicated and customer-service-oriented individuals to join our new **Event Staff** team. Event Staff will support evening and select daytime events, ensuring smooth operations and an excellent guest experience while maintaining building security. This is a **part-time, contract position** with flexible scheduling based on event needs.

Job Duties and Responsibilities:

Event Setup: Assist with pre-event preparations, including setting up equipment, arranging seating, and ensuring event spaces are ready for guests.

Guest Services: Greet and check in attendees, process ticket sales (Eventbrite and door sales), provide wayfinding assistance, and offer general customer support.

Operations & Support: Work alongside the Site Manager to ensure events run smoothly, troubleshooting any on-site issues as needed.

Event Breakdown & Closing: Assist with venue cleanup, stack chairs, organize museum equipment, help with guest departures, and secure the building.

Required Qualifications:

- Prior event staffing, customer service, or hospitality experience preferred.
- Strong interpersonal skills with a welcoming and professional demeanor.
- Ability to problem-solve and adapt in a fast-paced event environment.
- Must be available for evening and occasional daytime shifts, with flexible scheduling based on event needs.
- Ability to lift up to 25 lbs and be on your feet for extended periods.



Scheduling & Commitment

- Shifts are assigned on a per-event basis, with schedules released by the 15th of each month.
- Event Staff must provide availability in advance and secure shift coverage if unable to attend (except in emergencies).
- Typical shifts range from **5 to 8 hours**, with increased staffing for larger events, such as the IMSS annual fundraising Gala.

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 **Sujan at sujan@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.