



Museum of Science & History  
3050 Central Ave, Memphis, TN  
38111 | [moshmemphis.com](http://moshmemphis.com)

**Job title: Part Time Special Events Coordinator**

**Work Location: Pink Palace Museum, Lichterman Nature Center, Mallory Neely House, and Magevney House**

**Division/Department: Development**

**Reports to: Manager of Special Events**

Part Time position at 28 hours per week Wednesday – Sunday  
Must be available to work some holidays, week nights, and most weekend nights  
\$12.00 Hourly Wage

Exempt  
 Nonexempt

**Essential Duties and Responsibilities:**

Works under the direction of the Special Events Manager of MoSH to coordinate special events such as donor and member events, facility rentals, and volunteer functions. Roles include:

- Coordinates with museum departments, and staff for efficient time management
- Coordinates the set-up and break down of tables, chairs and other equipment
- Coordinates with caterers, entertainment groups, event planners, rental companies, and other vendors
- Oversee rental policies and performs follow up evaluations of rental services with renters
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

**Education and/or Work Experience Requirements:**

- Verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Computer proficiency (MS Office – Word, Excel and Outlook)
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- High school diploma or GED required

**Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Requires walking, standing, stooping and climbing.
- Must be able to roll, lift, and carry up to 50 lbs
- Must be able to talk, listen and speak clearly on telephone

**To apply, email resumes and cover letters to David Branch at [david.branch@memphistn.gov](mailto:david.branch@memphistn.gov)**

**Phone calls will not be accepted**