

Part Time Special Events Coordinator

MoSH

Located in Memphis, TN, MoSH (the Museum of Science and History; the Museum) is a well-established 501c3 that seeks to create a community of people who share a richer understanding of one another and the world around us. The Museum consists of the Pink Palace Museum, the Lichterman Nature Center, the Coon Creek Science Center, and other historical properties. We inspire discovery through collecting, preserving, and interpreting the cultural histories and natural sciences that shape our region.

Join our team as we embark on an exciting phase of executing our new vision. Our museum is committed to telling our story by:

- Advocating for Authenticity – Illuminate varying perspectives and uphold accurate interpretation, without glossing over tough ideas.
- Magnifying Belonging – Building active audiences through outreach, co-creation, and participatory inclusion.
- Embodying Holistic Stories – Incorporating context and presenting lesser known stories to portray a complete, systemic picture of the region and its history.
- Constructing Intersections – Creating welcoming common spaces that encourage serendipitous and unstructured engagement and foster meaningful interactions between diverse groups of people.

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. This is a part time position at 28 hours per week, Wednesday – Sunday. Must be available to work holidays, week nights, and most weekend nights.

Roles include:

- Coordinates with museum departments, and staff for efficient time management
- Set-ups and breaks down of tables, chairs and other equipment before and after every event
- Coordinates with caterers, entertainment groups, event planners, rental companies, and other vendors
- Oversees 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

Qualities

- 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

Range of Experience

- 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

Compensation

Compensation is \$15.00 and hour. The Museum offers a full range of benefits, including health care, vacation and sick leave, and death and disability insurance. The Museum also offers life, dental and vision insurance.

To Apply

To apply, email resumes and cover letters to Jacqueline Norfork at
jacqueline.norfork@memphistn.gov

Applications will be accepted until the position is filled. MoSH values diversity throughout our museum. In order to tell authentic, holistic stories of our region's history, culture and science, MoSH strives to create a diverse workforce to support our collections, exhibits and programming. MoSH is an Equal Opportunity Employer.

More information about MoSH can be found on our website at www.moshmemphis.com.