

## **Events Assistant (part-time)**

The Madison Museum of Contemporary Art (MMoCA) seeks candidates for a part-time, hourly Events Assistant. The Events Assistant staff are responsible for assisting the event team in setting up for events, being a point of contact for attendees during events, and assist with tear down/clean up after events are completed. Hours will vary based on event schedules. This position will require availability on nights and weekends, with occasional daytime hours as well.

The Madison Museum of Contemporary Art is an independent, nonprofit organization that presents exhibitions by local, regional, national, and international artists. MMoCA exhibits, collects, and preserves modern and contemporary art to provide transformative experiences that educate, reflect, and inspire us as individuals and as a community.

## **Essential Duties and Responsibilities**

- Move and arrange furniture and equipment for events as directed, ensuring spaces are set up according to specifications and safety standards.
- Perform cleaning and maintenance tasks before, during, and after events, including trash removal, carpet cleaning, and restroom upkeep.
- Serve as the first point of contact for clients and attendees during events; assist with inquiries and help to troubleshoot issues.
- Work with the development team and other staff to ensure smooth event execution.
- Maintain the safety and security of the guests, artwork, and building.
- Support other departments for museum programming needs.
- Help staff Art Fair on the Square as needed, alongside other MMoCA colleagues, traditionally held the second weekend in July.
- Follow safety protocols and guidelines, especially when lifting and moving heavy items.
- Break down, clean up, and store MMoCA event materials after completion.
- Help maintain the museum's gallery and venue spaces, ensuring all areas are presentable and engaging for visitors.
- Contribute to MMoCA's initiatives to expand and advance diversity, equity, access, and inclusion

## **Qualifications (Education, Experience, Skills, Certifications, Licenses)**

**Required:**

- High school diploma or equivalent
- Previous experience working as event staff or customer service
- Strong time management skills
- Proven attention to detail, and commitment to providing high-quality service to event attendees
- Ability to interact with a diverse population
- Ability to work outside in all-weather situations
- Strong interpersonal and communication skills
- Able to work both independently and as part of a team
- Able to multitask and stay organized and calm in a fast-paced environment
- Aptitude to be appreciative of multiple diverse perspectives, and a commitment to MMoCA's initiatives regarding diversity, equity, accessibility, and inclusion

**Preferred / Helpful:**

- Previous custodial experience
- Interest in event management, development, or contemporary art.

**Work Environment and Job Specifications**

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Able to lift, push, and pull event materials and furniture up to 100 pounds, with or without the use of moving equipment.
- Stand, walk, and assist with lifting heavy items for extended periods of time.
- Move equipment primarily in a freight elevator.
- Work with frequent interruption.
- Stand and/or move around event spaces for long periods of time.

**Compensation**

This is a non-exempt, hourly position with a starting hourly rate of \$17/hour.

**How to Apply**

Candidates are asked to submit a resume and cover letter to [hr@mmoca.org](mailto:hr@mmoca.org) by November 14, 2025. Application review will begin upon receipt.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. MMoCA is an Equal Opportunity Employer. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement, transfer, promotion or demotion, rates of pay or other forms of compensation, layoff or termination and selection for training in a nondiscriminatory manner without regard to race, color, religion, sex, age, handicap or disability, sexual orientation, national origin, or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations.