

Event Support Specialist (Volunteer Position)

Position Title: Event Support Specialist

Position Type: Volunteer, Unpaid

Location: Falmouth, Massachusetts

Hours: Up to 5 hours per week (Flexible, varies with event schedule)

About Us: Our Cape Cod museum celebrates local history and hosts community events. We need a reliable, enthusiastic volunteer to help everything run smoothly.

Position Overview: As an Event Support Specialist, you'll play a key role in our events team, handling tasks that ensure our events run smoothly and are enjoyable for all. Your help will greatly enhance the overall experience.

Key Responsibilities:

- **Event Setup:** Assist with setting up food, chairs, and other necessary items for events.
- **Guest Greeting:** Welcome and direct guests as they arrive, creating a friendly, organized atmosphere.
- **Music & AV Support:** Help with the setup and troubleshooting of music or other audiovisual equipment as needed.
- **Vendor & Speaker Assistance:** Assist with the setup and needs of vendors or speakers, ensuring they are prepared and ready.
- **General Event Support:** Provide additional support as needed to ensure the smooth operation of events.

Qualifications:

- Friendly and welcoming attitude.
- Reliable and punctual.
- Ability to lift and move event supplies (e.g., chairs, tables).
- Flexible availability to match our varied event schedule.
- Interest in community events and historic preservation is a plus.

Benefits:

- Gain hands-on experience in event management and support.
- Be part of a passionate team dedicated to preserving local history.
- Enjoy complimentary access to museum events.
- Contribute to the success of community-focused events.

How to Apply: Join us in making our museum's events a must-attend for the community!

Please contact Rachel Lovett, our Executive Director, at 508-548-4857x15 or

Rachel@museumsonthegreen.org