



## Position Description Event Production Assistant

### Organization

MOCAD delivers exhibitions and programs that explore the best of contemporary art, connecting Detroit and the global art world. MOCAD is focused on art to nurture social change and human understanding, that reflects our community. We encourage innovative experimentation by all types of artists and scholars to enrich and educate diverse visitors in the power of art. We welcome local and international creative voices who can guide us to an equitable and inclusive future. We believe it is our responsibility to utilize art to move us towards a more hopeful and accepting community. MOCAD is an Equal Opportunity Employer.

### Classification

Status: Part Time, Temporary, Contract.

### Schedule

This role is scheduled on an as needed basis for events, including facility rentals and education and public programs. Most shifts take place during late afternoon and evening hours, and between Wednesday and Sunday.

### Compensation Range

\$15.00/hour

### Supervisor

Contractors in this role will report to the event manager for the day they are working, normally a member of the Community Engagement or Special Events Department. Coordination of scheduling is handled by the Special Events Assistant.

### Position Description

An ideal Event Production Assistant (EPA) will be able to take and execute specific directions while moving quickly and efficiently. They should also be able to function well as problem solvers and shift gears from physical to guest facing positions as seamlessly as possible. Duties will include but are not limited to event set up and breakdown, decor installation, light cleaning, some customer service, etc.

EPAs work closely with a pool of other EPAs, Museum staff members from various departments, and other event contractors such as bar/café staff and AV technicians.

### Key Responsibilities

#### Customer Service

- Maintain a friendly presence while greeting, assisting, and directing Museum guests.
- Orient visitors to the Museum (restrooms, front desk, café, etc.).
- Provide general Museum information and draw attention to upcoming exhibitions, programs, and events.
- Maintain a friendly presence while monitoring the galleries.
- Assist with monitoring adherence to MOCAD's COVID-19 safety policies.



## Event Set-Up

- Assist in the set-up of special events, rentals, and programs at MOCAD including but not limited to chair and table set-up, minor cleaning/tidying, and installing other décor items.
- Assist in the tear down of events, rentals, and programs so that the building is returned to its original state.
- Assist in light clean-up of events, rentals, programs.
- Other set up tasks as assigned based on event needs.

## Qualifications

- Must be 18 or older.
- Ability to lift 30 lbs and move chairs and tables.
- Must be prepared to stand and remain focused for the duration of long events.
- Event production or customer service related work experience preferred. Training in an art or design-related field, arts administration or gallery experience may be helpful.
- Must be able to communicate in a clear and timely manner.
- Must be punctual and reliable.
- The ideal candidate will have a strong interest in or knowledge of contemporary art and design.
- Excellent interpersonal and communication skills.
- Must have the ability to impart information in a clear and concise way and to approach visitors diplomatically to help enforce Museum policies ensuring safety of visitors and art.
- Must be able and willing to adhere to the safety policies in MOCAD's COVID-19 response plan.

Please send your resume and cover letter as a PDF to [jobs@mocadetroit.org](mailto:jobs@mocadetroit.org). Unfortunately, we are unable to respond to phone calls regarding hiring.