



Job Description

The UMLAUF Sculpture Garden + Museum values a diverse and inclusive workplace and seeks to reflect these values through our employee, contractor, and volunteer hiring practices. The UMLAUF hires qualified candidates based on merit and does not discriminate because of race, color, religion, sex, gender identity, national origin, age, disability, genetic information, or veteran status.

Position Title:	Venue Assistant
Position Type:	Part Time
Hours:	Approximately 15 hours per week. Schedule varies based on event and site visit needs. Evening and weekend availability required.
Reports to:	Venue Manager
Compensation:	\$17.51 per hour
Benefits:	This role qualifies for Teladoc Plus + Mental Health, which allows employees to connect on the phone, Teladoc app, or on a video call with a physician who can diagnose, treat, and write a prescription 24/7/365. Most Teladoc calls have no copay, as well as mental health visits with a \$0 copay. Benefits may not be declined in lieu of any other form of compensation.
Location of work:	In person at the UMLAUF Sculpture Garden + Museum
Start Date:	April 2026
Description:	The UMLAUF Sculpture Garden + Museum seeks a dedicated and detail-oriented professional to serve as Venue + Events Assistant. This position supports the Venue + Events Manager in the areas of client relations, sales, event coordination, and venue operations. The ideal candidate will demonstrate strong organizational skills, a collaborative spirit, and an enthusiasm for providing excellent service to clients and community partners.

Deadline to Apply: Wednesday, February 25, 2026

Responsibilities:

- **Event and Venue Support**
 - Conduct client site visits, including occasional weekend appointments.
 - Assist with weekday venue rentals, providing on-site client support as needed.
 - Serve as Manager on Duty during some evening and weekend rentals during peak seasons as needed.
- **Administrative and Operational Support**
 - Utilize Tripleseat event management software to manage client inquiries, proposals, contracts, and event documentation.
 - Complete weekly and monthly office tasks, including:
 - Monitoring and maintaining linen and rental equipment inventory.
 - Organizing supplies and equipment following UMLAUF events.
 - Collecting and cataloging event photographs for marketing and archival purposes.



- Maintain accurate and current records for:
 - Competitor and market analyses
 - Preferred vendor lists and contact information.
 - Event supply inventory and organization.
 - Event photo galleries and marketing assets.

Required Qualifications:

- Flexible availability, including evenings and weekends.
- Responsible, reliable, and punctual work habits.
- Strong written and verbal communication skills.
- Ability to effectively communicate the value of the UMLAUF venue to potential clients.
- Demonstrated organizational, analytical, and problem-solving skills.
- Ability to lift up to 40 pounds.

Preferred Qualifications:

- Experience in the hospitality, events, or venue management industries.
- Proficiency in Microsoft Office Suite.
- Familiarity with Canva for design and marketing purposes.
- Experience using Tripleseat Event Management Software.

How to apply:

Please send a cover letter, resume, and contact information for three references to kristen.wilson@umlauflsculpture.org.