

Events Support Staff

Description:

The Whyte Museum of the Canadian Rockies is a dynamic museum, art gallery, and archives that celebrates the lively history, stories, and people of the Rocky Mountains.

The Events Support Staff will report to the Programs, Events, and Facilities Rental Coordinator and/or the Manager of Indigenous Relationships and Programs, depending on the nature of the event. The Events Support Staff will provide high-quality professional customer and visitor services at Whyte Museum events. The Events Support Staff will:

- Assist in the general setup and take down for events. This includes supporting the caterer set up, setting up table clothes, setting up plates, napkins, and/or cutlery, setting up chairs, setting up signs and stations, setting up the AV system, cleaning up, and/or setting up the bar. The Events Support Staff will also assist in the takedown of the previously listed at the end of the event.
- Set up and take down the bar.
- Bartend during events, ensuring that all AGLC policies and legislation are abided by.
- Serve alcoholic and non-alcoholic beverages as required at the bar.
- Operate the industrial dishwasher (load and unload wine glasses).
- Manually wash dishes when needed.
- Bus glasses and dishes during and after events, ensuring that the space remains neat and that clean dishes are available for the entire duration of the event.
- Maintain the server. May be asked to restock supplies as required.
- Ensure that all supplies required to facilitate events are prepared ahead of time. May be asked to assist in the pickup of drinks and/or food prior to an event.
- Assist with the deliverance of Annual Events.
- Always maintain professionalism, ensuring that visitors to each event feel welcomed, supported, and attended to.
- Performs other related duties as required.

Events in this case are defined as: 1) External public and private events, 2) Internal/Museum sponsored events include, but are not limited to, Exhibition Opening, Donor Recognition Events, panel discussions, receptions, private cocktail parties, book talks, artist talks and/or fund-raising events.

Qualifications:

- Minimum of one full year experience working in customer service
- Current ProServe certification and proven experience bartending
- Self-motivated and efficient. Able to complete tasks independently and in a timely manner
- Demonstrated ability to work with the public, and staff in a friendly and positive manner.

To apply:

Please submit a resume to mriley@whyte.org. We thank all those who apply, but only those selected for an interview will be contacted. Please note that the candidate will need to provide proof that they are fully vaccinated against COVID-19.

The Whyte Museum is an equal opportunity workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.