



What's Your Engagement Title	Inventer of Memories	FLSA Class	Exempt
Traditional Job Title	Assistant Events Manager	Type	Full Time Salary
Reports to	Events Manager	Travel	15 miles around Metro Detroit
Department	Marketing and Visitor Services	Note	Work weekends and evenings as required by event schedule



EMBODY MISCI AS A SPARK HUB & NEIGHBOR FOR OUR GUESTS, OUR PARTNERS AND OUR FELLOW TEAM MEMBERS. WE VALUE AND CREATE SPARKS OF IMAGINATION AND CREATIVITY WITH STEM; WE VALUE OUR ROLE AS A HUB AND FOR HANDS-ON, TRANSFORMATIVE EXPERIENCES THAT INSPIRE CONFIDENCE AND DISCOVERY AND WE ARE A MAGNET FOR STEM EXPLORERS, KID AND ADULT; WE VALUE OUR ROLE AS A NEIGHBOR TO OUR VISITORS AND TO EACH OTHER, CREATING AN ENVIRONMENT OF WELCOME, SUPPORT, AND DYNAMIC CREATIVITY. YOU ARE THE SOURCE OF CREATING LIFELONG MEMORIES AND ONCE IN A LIFETIME EXPERIENCES.

BE PASSIONATE ABOUT PROVIDING WORLD-CLASS SCIENCE CENTER AMENITIES AND PERFORMING THESE CORE ROLES:

- Provide one on one tailored event services for each client and make them feel special throughout the event process.
- Event administrative support including: conducting site visits, maintaining budgets, finalizing agreement terms, completing in-house event forms, managing vendors, and creating run of show for all events.
- Continuously communicate the status of events; challenges, and outcomes across departments, supervisors, contracted vendors, and external clients.
- Support development of After Dark 21+ adult event series. Securing event partners, planning themes, and executing event.
- Act on individual initiative and exercise extreme creativity to solve problems; complete projects quickly, effectively, and to the greatest extent possible.
- Partner with, and support the efforts of all teammates and departments to ensure the best possible outcomes for our guests and the success of the organization.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Bachelor's Degree required
- Excellent communication and cross collaboration skills with colleagues, clients, and stakeholders
- 1-2 years planning, implementing, and executing events on a large and/or small scale
- Speak and write clearly in English.
- Must not have legal restrictions on working w/children.

Preferred Skills: Previous internship and/or work experience in event field. Experience with outside vendors including but not limited to, caterers, A/V, furniture, entertainment, etc. Cold calling and deciphering specific client event needs.

PHYSICAL DEMANDS: WORK IRREGULAR HOURS AS NEEDED, WALK ~5-8 MILES/DAY THROUGHOUT SCIENCE CENTER, LIFT ≤20 LBS. FREQUENTLY, AND STAND ~6-8 HRS/DAY. WE HAVE A HANDICAPPED-ACCESSIBLE FACILITY WITH ELEVATORS AND RAMPS AND WILL ACCOMMODATE AS NEEDED UNDER AMERICANS WITH DISABILITIES ACT. WE ARE AN EQUAL-OPPORTUNITY EMPLOYER.

***HOW DO YOU CREATE MOMENTS TO IGNITE A SPARK, BUILD ATTRACTION TO OUR HUB, AND BE A NEIGHBOR FOR MISCI:**

- You Ignite SPARKs when you turn an event vision into reality for event clients
- You attract people to our HUB when you go the extra mile for an event and future clients reach out based on a fabulous past event experience
- You are a NEIGHBOR when you take the time to help a colleague on their project and provide event expertise.

Reviewed By:	Chelsea Pulice	Date:	February 22, 2017
Approved By:	Lisa Reynolds	Date:	February 22, 2017

