

# Briscoe Western Art Museum—San Antonio, Texas

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## Event and Venue Associate

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**Reports To:** Pavilion Sales and Operations Manager  
**Fair Labor Standard Act Status:** Full-time, Exempt position  
**Department:** Pavilion

### **POSITION SUMMARY**

The Event and Venue Associate will be responsible for every part of the event logistics to include, preparation and execution and setting up and tear down of the Audio Visual services required for events. This position is highly visible and the central point for handling and addressing special needs or requests from clients during event. It requires a detailed oriented person who likes to work with guests to make their vision a reality. The Event and Venue Associate reports the Pavilion Sales and Operations Manager. The Briscoe Western Art Museum encompasses an approximately one and one-quarter acre campus with nearly 60,000 square-feet of building space, including the renovated historic 1930 library building and the newly constructed Jack Guenther Pavilion, along with the McNutt Sculpture Garden and premiere River Walk frontage.

### **ESSENTIAL FUNCTIONS**

- Work closely with vendors including sales representatives, caterers, equipment providers, florists, Audio/Visual technicians, event planners to provide services in support of event design, planning and implementation.
- Oversee event housekeeping and contract security during events.
- Tears-down and sets-up meeting and event rooms, as needed for events. This may include stripping the room of all its furniture and resetting the room per the specifications outlined by the BEO (Banquet Event Order).
- Properly cares for, moves, and stores equipment, such as tables, chairs, risers, dance floor, lecterns, and room supplies, such as linen, pads, pens/pencils, etc.
- Periodically clean the meeting and event rooms. This includes, but is not limited to, straightening chairs, clearing the used dishes and glassware from the tables, straightening the chairs, changing soiled table linen, emptying trash and restocking materials such as pads and pens.
- Set up and install equipment such as microphones, sound speakers, video screens, projectors, video monitors for events in the Briscoe Museum and Jack Guenther Pavilion
- Creates banquet layout on approved software and ensures equipment is installed according to designated layout.
- Connecting wires and ensuring wires are tapped down to ensure safety.
- Work closely with museum staff with setup, logistics, and support of internal events.
- Responsible for setting up, installing, operating, testing, and troubleshooting audio/ video equipment for the Briscoe Museum and Jack Guenther Pavilion events.
- Working evenings and weekends required.
- Occasional long hours and/or back to back events dependent on the events calendar.
- Must be capable of working under pressure and being flexible to the client/event needs.

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- Friendly attitude and excellent customer service skills required.
- Work closely with other departments and museum-wide events including community days, special events, fundraisers, etc.
- Performing other duties as assigned.

### **QUALIFICATIONS**

- Minimum of 3 years of hands-on experience in event management and Audio Visual preferred.
- Exceptional organizational and customer service skills, writing and verbal communication skills.
- Varied schedule (must be able to work evenings, weekends and some holidays, as events require).
- Must be able to work independently with minimal supervision.
- Proficient in computer use including basic office software such as MS Word, Excel and PowerPoint.
- Valid driver's license.

### **WORKING CONDITIONS**

- Position requires periods of standing, walking, and/or sitting. May occasionally need to lift and carry up to twenty pounds and to push and pull up to forty pounds with the assistance of a cart.

**Interested parties can send a cover letter and resume using any one of these methods:**

Facsimile/FAX

Subject: **Event and Venue Associate**

Fax number: (210) 299-4118

or

Email

Subject: **Event and Venue Associate**

[info@briscoemuseum.org](mailto:info@briscoemuseum.org)