



## POSITION ANNOUNCEMENT

**EVENTS SPECIALIST: PART TIME (Seasonal September 01, 2025 through April 30, 2026)**

### POSITION SUMMARY

The Events Specialists supports the Events Team in overseeing and managing event day operations. This role ensures that all vendors adhere to event protocols and that client expectations are met. The Events Specialist is responsible for helping execute event details, providing on-site support, and ensuring a smooth and successful event experience from setup through breakdown.

### RESPONSIBILITIES:

- Stay informed on event work orders; attend weekly event meetings (in person or via Teams/Zoom) to review and prepare for assigned events.
- Execute event plans based on specific work order requirements and timelines.
- Support the planning and execution of internal events such as *Cocktails and Culture*.
- Provide event support for internal museum functions including member parties, donor receptions, and annual fundraising events.
- Understand and follow venue protocols, including all catering and vendor requirements.
- Supervise event logistics; remain on-site during setup, the full duration of the event, and post-event takedown and cleanup, as scheduled.
- Address client inquiries and concerns promptly and professionally; communicate any client feedback or issues to the team lead.

### EDUCATION:

- College degree preferred

### EXPERIENCE AND SKILLS:

- Strong customer service and verbal communication skills.
- Must be enthusiastic, energetic, and personable.
- Self-motivated with the ability to complete tasks and responsibilities with minimal supervision.
- Proficiency in Microsoft Office, particularly Excel and Word.
- Preferred: 2 or more years of experience in events, sales, or catering.
- Preferred: Previous experience in customer service or client-facing roles.
- Highly detail-oriented with excellent interpersonal skills and a service-driven approach.

### PHYSICAL REQUIREMENTS:

- Good physical condition.
- Ability to lift up to 35 lbs.
- Ability to stoop and bend, able to stand for extended periods.

### OTHER REQUIREMENTS:

- Must be able to work weekends and evenings with some weekdays

- Ability to work independently and as a team member.
- Must have reliable transportation to and from work.

The Witte Museum is an equal opportunity employer.

Resumes may be mailed to:

Witte Museum  
ATTN: Human Resources  
3801 Broadway  
San Antonio, Texas 78209

Resumes may be emailed to:

[humanresources@wittemuseum.com](mailto:humanresources@wittemuseum.com)

Resumes may be faxed to:

Attn: Human Resources, 210-357-1882