



Event Support Staff – Position Overview

The museum is seeking several reliable individuals to assist with special events, including both museum-sponsored functions and private events. Applicants do not need to be available for every event; scheduling is flexible.

Primary Responsibilities

- Be on-site during private events to monitor activities and ensure policies are followed
- Prepare the facility before events and ensure proper cleanup afterward
- Secure the buildings and check the grounds once events conclude

Additional Duties May Include

- Assisting with booking museum-sponsored events
- Serving as the point of contact between the museum and patrons to schedule and plan private events
- Maintaining and organizing event-related supplies
- Setting up tents, tables, chairs, and other event equipment
- Helping plan both private and museum-hosted events

For more information, please call 307-383-7262 or 303-388-7788 and speak with Lela