

# Event Supervisor

UL Lafayette Science Museum  
Lafayette, LA



## Job Summary:

We are looking for a part time, experienced Event Supervisor to oversee external and internal events at the UL Lafayette Science Museum. The candidate must be willing to work during university hours or after hours and weekends for events, as needed. When events are not scheduled, the Museum Event Supervisor may provide clerical support for museum staff. The ideal candidate will be highly organized and deadline driven, and is eager to create new and exciting experiences for Museum visitors in collaboration with Museum colleagues.

## Qualifications

- Three or more years of experience in event coordination and/or office management
- Proficient in MS Office
- Outstanding communication skills
- Well-organized with multi-tasking skills
- Able to handle stressful situations in a calm manner
- Problem-solving and trouble-shooting ability
- Committed to customer needs and retention
- Must have a professional and courteous demeanor, positive attitude, and exhibit superior customer service at all times
- Has the ability to work independently and as part of a team
- Dependable through good attendance and adherence to timeliness
- Must have flexible schedule to work evenings and weekends, as needed
- Moderate level of physical activity required including lifting, loading equipment, climbing stairs, and long spans of time on your feet

## Responsibilities

- Act as on-site contact and manager for regular and after-hours external and internal events at the museum to oversee event happenings and act quickly to resolve problems
- Coordinate with various Museum departments to fulfill internal meeting, programming, and event requests, as well as event details and logistics from Events Planning staff
- Maintain master calendar of events and ensure areas of security, custodial, and vendor/contract employees are appropriately assigned
- Compile necessary event forms and create a weekly production schedule distributed to all staff members
- Lead a weekly programming meeting to go over schedule and confirm key staff are clear on upcoming programming and event requirements
- Ensure museum regulations are followed throughout all events
- Oversee organization, cleanliness, and proper storage and handling of internal event supplies

Please send your resume and cover letter describing your relevant experience to [lafayettesciencemuseum@louisiana.edu](mailto:lafayettesciencemuseum@louisiana.edu). For full consideration, your resume should be received by December 1.