

PART-TIME EVENTS TEAM

We hire seasonally for several part-time roles in supporting our programming and events. These positions are vital to ensuring smooth operations and efficient flow.

Currently Hiring for mid-to late January

Overview

Jan – May, Aug – Dec

10-12 hours a week spread across a few evenings

Typical timeframe: 4-8pm on Tues, Wed, Thurs (Other days assigned as needed)

Occasionally 6-9pm on Fri, Sat (less frequent, planned well in advance)

\$12-15/hour depending on experience

Key Duties

- Facilitate flow of program along with Event Manager
- Set up and break down of furniture
- Set up and break down of other member-oriented services
- Clean up and removal of debris following any program
- Work with one of CLS events team to close up

Key Traits

- Positive self-starter attitude and passion for arts and culture organizations
- Ability to lift up to 50lbs
- Proven record of reliability
- Experience working in a high-touch environment

Fringe Benefits

- Great experience with cultural institution
- Great colleagues who work in a family-oriented, collegial environment
- Access to enjoy incredible authors, business leaders and current event experts discussing their fields and sharing their experiences
- Opportunity to meet like-minded membership community for networking

To apply, please send resume and cover letter to Rachael Yon
ryon@charlestonlibrarysociety.org