



WORK STUDY JOB DESCRIPTION

Position Title:	Special Events Assistant
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POSITION SUMMARY:

Assist with the Museum & Aquarium's events throughout the year, ranging from small to large scale. Typical tasks may include set up and tear down, helping facilitate crafts, games, and experiments, food preparation, ticketing, historical demonstrations, dressing up in character, and more. Those interested will be contacted about opportunities as they arise.

KEY AREAS OF RESPONSIBILITY:

- Greet and assist event guests
- Support activity stations, games, and educational demonstrations
- Prepare materials, decorations, or food items
- Set up and clean up event spaces
- Dress in costume or help with themed roles when needed
- Work with staff to ensure event runs smoothly

KNOWLEDGE, SKILLS AND ABILITIES:

- Flexibility and creativity
- Willingness to work various roles depending on event needs
- Comfort working with children, families, and large crowds
- Strong teamwork and communication skills

MINIMUM QUALIFICATIONS:

- Must be a current college student eligible for Federal Work Study
- Positive attitude and willingness to learn

PHYSICAL DEMANDS/WORK ENVIRONMENT

- May require standing, bending, lifting up to 25 lbs
- Outdoor and indoor work depending on event location
- Fast-paced, interactive, and festive environment

To apply, contact career@dbq.edu to determine eligibility.