

AMERICAN SIGN MUSEUM

EST. 1999 CINCINNATI, OH.

Event Assistant (Part time, evenings) (July 2026)

Located at the crossroads of American history, art, science, food, and commerce, the American Sign Museum puts our country's entrepreneurship, ingenuity, and design on full display for all to experience. The Event Assistant will play a key role in executing the ASM's mission to celebrate signage through preservation and education by ensuring a wonderful experience for our private event guests. This position requires the employee to be on site the day of the event to assist staff with event execution and front desk duties.

Reporting to the Events Manager, this position will:

- Supervise, direct, and coordinate activities of personnel and vendors
- Oversee all aspects of event execution to ensure memorable experience
- Cover front desk shifts during events, welcoming and orienting guests to the Museum
- Trouble shoot issues relating to the successful execution of private events
- Other duties as assigned

Prior customer service experience is required with a strong preference for experience in private events. A successful candidate will embody the Museum's core values and be collaborative, engaging, reliable, adaptive, and creative.

Working environment:

- Ability to project vocally to large audiences
- Ability to move objects up to 25 pounds
- Ability to remain in stationary position for extended periods of time and actively navigate the museum galleries as dictated by the event

This position is a part-time, on-site position. Evening and weekend availability is required.

Pay rate: \$16 per hour

Candidates should submit a resume to bhowe@americansignmuseum.org No calls, please.

The American Sign Museum is an equal opportunity employer committed to a diverse, inclusive, and equitable environment where all board leaders, staff, volunteers, and visitors feel respected and valued regardless of gender, age, race, ethnicity, religion, national origin, sexual orientation or identity, disability, or education.