



HEURICH HOUSE MUSEUM

— THE BREWMASTER'S CASTLE —

Part-Time Events Assistant

About the Heurich House Museum:

The Heurich House Museum preserves the legacy of Christian Heurich and enriches the creative economy of Washington, DC. The private non-profit Heurich House Museum preserves the historic Heurich House mansion as a museum and community center. The mansion, which was built from 1892-94, was the home of German immigrant, local brewer, and philanthropist Christian Heurich (1842-1945). Recognized as Washington, DC's most successful brewer, he ran the Chr. Heurich Brewing Co. until his death at 102. The mansion is notable for its technological innovations, original interiors, and rich archival collection of one of the most important local families. The museum is open for regular public events and public tours. Private tours and event rentals are also available.

The museum educates the public about the life and times of Christian Heurich and promotes a deeper understanding of late-Victorian architecture, technological innovation in the built environment, the brewing industry of Washington, DC, and the German immigrant experience in America.

The Heurich House Museum is seeking a charismatic individual to provide on-site assistance during public and private events.

Job Description:

- Under the supervision of and in coordination with the Operations Manager and Director of Special Programs, the Events Assistant will provide support during private event rentals. Events currently include concerts, meetings, filming sessions, photography sessions, receptions, dinners, weddings, and beer tastings.
- The successful candidate will demonstrate the highest level of professional hospitality services, impeccable attention to detail and logistics, and a strong commitment to the mission of the Heurich House Museum.
- The Events Assistant's specific role will include but is not limited to the following responsibilities:
 - Providing impeccable client service and a memorable guest experience.
 - Securing the museum spaces during events.
 - Assisting in event set-up and break-down.
- Additional event management duties as assigned.

This is a part-time (up to 40 hours per month), paid position with variable hours to include evenings and Saturdays. Salary is \$15 per hour.

Required Experience/Skills:

- B.A. and 1+ year of professional experience in an events or hospitality related industry.
- A passion for and knowledge of history, art, architecture, or preservation.
- Excellent oral and written communication skills.
- Top-notch skills in event execution and attention to detail.
- Team player and self-starter.
- Ability to undertake creative problem solving.
- Willingness to adhere to professional museum standards and practices, particularly regarding historical artifacts.
- Ability to perform tasks requiring physical activity (generally not involving muscular strain), such as carrying up to 50 lbs., walking, standing for up to four hours, stooping, sitting, reaching, lifting, etc.

To Apply:

Please submit a cover letter and resume to hr@heurichhouse.org with the subject, *Events Assistant*. No phone calls.

The Heurich House Museum values diversity of culture and thought and seeks talented, qualified employees in all its operations regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification under country or local law.