



JOB DESCRIPTION

Position Title: MUSC Office Administration and Event Assistant Part-Time Position

Term of Office: Fall 2026 & Winter 2027

Supervisor: MUSC Events Manager

Remuneration: Minimum Wage

Hours of Work: Up to 15 hr per week (max), variable

General Scope of Duties

The Office Administration & Event Assistant is responsible for managing event space bookings, providing administrative support, assisting with event setups and breakdowns, and ensuring the overall organization and cleanliness of the facilities. Additionally, this position requires a candidate with experience in web or graphic design.

Major Duties and Responsibilities

Category	Percent	Specifics
Office Administration and Reception	45%	<ul style="list-style-type: none"> ▪ Manage the booking process for meeting and event spaces within MUSC, ensuring compliance with policies. This includes accepting and processing booking requests, confirming room assignments, and verifying availability. ▪ Respond to all email and telephone inquiries, providing clients with the necessary information regarding room bookings, services, and available resources. ▪ Ensure that all rooms, event spaces, and common areas are properly set up before each event. Regularly inspect spaces to ensure they meet quality standards, and promptly resolve any issues that arise. ▪ Process invoices for bookings and collect payments from clients using a POS machine. Handle any billing discrepancies and ensure proper documentation. ▪ Oversee key sign-outs and returns for booked spaces, maintaining accurate records of all transactions.

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		<ul style="list-style-type: none"> ▪ Assist in completing assigned projects with specific deadlines, such as expanding the Vendor Program or assisting with office management improvements. ▪ Maintain and organize booking logs, event schedules, and billing information to ensure smooth operation and compliance with policies.
Event Setup and Support	10%	<ul style="list-style-type: none"> ▪ Prepare spaces for events by setting up tables, chairs, divider walls, and large speaker systems as needed. ▪ After events, assist with the teardown process, ensuring the event space is returned to its original condition. ▪ Act as the main liaison between the MUSC team and event organizers, assisting with any last-minute setup requests or troubleshooting. ▪ Work with external rental companies to ensure the delivery and setup of necessary event equipment, such as AV systems, tables, chairs, and other supplies.
Other Duties and Special Projects	45%	<ul style="list-style-type: none"> ▪ Assist with the regular cleaning and upkeep of office spaces, event rooms, storage areas, and common areas to ensure they remain organized and welcoming. ▪ Help with maintaining and organizing storage rooms and coat rooms. This includes managing the inventory of event materials and office supplies. ▪ Perform other general office duties as directed by the MUSC Administration Manager. This may include assisting with documentation, preparing reports, or providing administrative support as required.

Knowledge, Skills and Abilities

- Comfortable performing physical tasks (lifting up to 25 lbs, carrying, moving furniture/equipment).
- Strong customer service and communication skills are required to deal with clients.
- Ability to problem-solve quickly and adapt to changing schedules.
- Organized, detail-oriented, and able to work independently or in a team.
- Willingness to learn and adapt to new tasks quickly.
- Quick to pick up computer skills and comfortable using office software.

Effort & Responsibility

- Physically engaging work involving frequent lifting, carrying, and moving heavy items (e.g., tables, chairs, speakers).
- Ensuring event setups meet safety and quality standards.
- Managing multiple tasks simultaneously in a fast-paced environment.
- Responsible for handling room bookings, payments, and equipment inventory.

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Working Conditions

- Fast-paced environment with changing event schedules.
- Frequent standing, walking, and moving furniture during set-ups.
- Able to work at a desk for extended periods using a computer.
- Some work in storage rooms or enclosed spaces for organizing and inventory.

Training & Experience

- Experience in web or graphic design is required.
- Previous experience in customer service, event setup, or administrative support is an asset.
- Experience with cash handling is preferred.
- Experience in a retail/customer service environment is also preferred.
- Basic knowledge of audio-visual (AV) equipment is an asset.

Equipment

- Debit/credit POS machine
- Windows-based computer
- Telephone
- Digital black and white printer/copier
- Microsoft Office Outlook, Word, etc...
- Event-Pro Management System
- Furniture & Event Equipment: 8ft vendor tables, chairs, room partitions, large speaker systems.
- AV Equipment: Microphones, speakers, projectors (basic setup and troubleshooting).

