



OCEANSIDE MUSEUM OF ART

On-Call Production Assistant
Oceanside Museum of Art, Oceanside, CA

ABOUT OMA

Known for vanguard exhibitions and award-winning education programs, Oceanside Museum of Art (OMA) brings people together to explore the art and stories of Southern California artists. OMA was an early pioneering voice for the arts in Oceanside, and north county San Diego, CA. Since 1997 OMA has been a magnet for learning and a major driver of civic transformation that promotes equity and access along the cultural corridor between Los Angeles and the Baja California Peninsula. OMA's exhibition program is dynamic and robust, surprising visitors with fresh and exciting visual experiences nearly every visit. OMA's programming includes arts education, adult art classes, music, performances, and creative events that appeal to residents and visitors alike. For more information on Oceanside Museum of Art, visit www.oma-online.org.

JOB DESCRIPTION

Oceanside Museum of Art (OMA) is seeking enthusiastic and reliable individuals to join our Rentals and Events team as On-Call Production Assistants. In this dynamic role, team members will have the opportunity to support OMA's Venue Rental Coordinator during private rental events as well as assist with the museum's larger public programs and special events. This position offers a hands-on, collaborative experience, contributing to the smooth execution of a wide range of events. Production Assistants will receive clear direction prior to each event and may be assigned specific tasks or asked to assist across multiple areas as needs arise. Ideal candidates are adaptable, service-oriented, and able to perform the typical duties outlined below. A background or interest in the arts is encouraged, along with a strong ability to thrive in a lively, guest-focused environment that reflects OMA's creative and welcoming spirit.

Job Type: On-call position. Hours are scheduled based on event bookings, rental activity, and staff availability. Evening and weekend availability is essential due to the nature of museum events and programs.

Compensation: \$22/hr

Timeline: Applications reviewed October 25-Nov 15, 2025, with interviews and training to follow. Preferred availability beginning on December 1, 2025 for training and open shifts beginning December 12, 2025.

TYPICAL DUTIES AND RESPONSIBILITIES:

Event Operations and Technical Support

- Safely set up and break down, equipment, and event materials according to provided layouts.
- Follow best practices for lifting, handling, and on-site storage of equipment.
- Operate or assist with lighting, sound, microphones, and projection equipment as directed.
- Restore all spaces to their original condition and ensure the museum is reset for next-day operations.
- Uphold all museum standards for safety, egress, evacuation, and crowd control.
- Report facility issues, safety concerns, or incidents promptly to the Rentals or Events Manager.

Venue and Gallery Maintenance

- Maintain cleanliness and readiness of event spaces, including floors, surfaces, windows, kitchens, bathrooms and galleries.
- Keep restrooms stocked, and ensure trash and recycling are properly removed.
- Monitor galleries to ensure artwork safety, enforce food and beverage restrictions.

Client, Vendor, and Guest Support

- Maintain a welcoming, professional environment and provide exceptional customer service to clients, vendors, and guests.
- Assist vendors with load-in, setup, and breakdown while ensuring compliance with museum policies.
- Support ticketing, store, and membership sales if needed during events.
- Communicate clearly with museum staff and supervisors to ensure success.

Food and Beverage Support

- Provide light bussing and beverage service support if needed, following all proper handling and service guidelines.
- Assist with the setup, monitoring, and breakdown of food and beverage displays if needed, ensuring presentation standards align with OMA's event expectations.
- Support bar operations during events if needed, including basic bartending, restocking, and maintaining cleanliness of bar areas.
- Adhere to all food safety and alcohol service regulations, and uphold museum standards for professionalism and guest experience.
- Coordinate with catering partners and vendors to maintain efficient service and a clean, organized event environment.

MINIMUM QUALIFICATIONS

- At least one year of experience in event production, banquets, hospitality, or a related field.
- Evening and weekend availability to support a variety of museum programs and events.
- Demonstrated excellence in customer service with a positive, proactive, and team-oriented attitude.
- Strong organizational, communication, and problem-solving skills, with the ability

to adapt to changing priorities.

- Proven ability to manage multiple tasks effectively in a dynamic, guest-focused environment.

SKILLS AND ABILITIES

- Ability to safely lift and move items up to 50 pounds as part of event setup and breakdown.
- Catering and event production experience is highly valued.
- Experience working in or managing arts, cultural, or public venues is strongly preferred.
- Familiarity with audio-visual equipment, including projectors, microphones, and lighting systems, is a plus; training may be provided as needed.
- Demonstrated reliability, adaptability, and professionalism in team-based event environments.

Oceanside Museum of Art (OMA) is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.

Mission

Bringing people together to explore the art and stories of Southern California.

Vision

A community transformed by art.

Values

Spirited, Innovative, Original, Engaging, Inclusive

Cultural Equity Statement

To support a full creative life for all, Oceanside Museum of Art commits to championing policies and practices of cultural equity that empower a just, inclusive, equitable community.