



Job Description

Event Assistant

Part-Time, Non-Exempt. Requires weekend availability, and flexible work schedule. Position is approximately 10 hours/week.

Purpose: The Event Assistant facilitates facility rentals and assists in execution of A&H produced events. The Event Assistant reports to the Rental & Retail Manager. This non-exempt position is an important part of the staff team that advances the Art & History Museums-Maitland's (A&H) mission, service to the public and financial health. Great for someone who is looking for extra income and to gain experience in the event industry!

Duties and Responsibilities:

- Prepare rental properties for lessees and ensure campus is always looking its best, and is "rental ready." This may include:
- Cleaning of facilities before and after events (including floors, rubbish, and restrooms)
 - Ensuring grounds are free of debris (includes leaf blowing)
 - Table/chair set up in indoor locations
 - Set up parking and private event signage
- Greet lessees and inform of policies, procedures, and pertinent information to make event seamless
- Serve as main staff contact during rental times:
 - Be available during the entire rental period, keeping eyes on the event at all times
 - Ensure safety and privacy of event by monitoring the rental space
 - Proactively solve problems as they arise
- Closeout facilities at end of each rental and ensure all rental equipment is maintained, and housed properly
- Notify Rental & Retail Manager in case of an emergency or problem with event, client and/or facility.
- Adhere to all A&H policies, and uphold A&H rental agreements with lessees; must be knowledgeable about A&H contracts, leases, and agreements.

Requirements/ Qualities:

- Superior customer service skills
- Pro-active problem solving skills
- Knowledgeable about events and logistical planning
- Highly-organized self-starter with attention to detail
- Team player with a strong work ethic who can develop a positive and highly productive work environment while maintaining flexibility
- Interest in and appreciation of art and history
- Able to lift 50lbs.

Education and Experience:

- Associate's degree, Bachelor's degree preferred
- Minimum of two years practical experience in event management and/or event set up

Position closes December 16, 2016.

Please email resume to daniellet@artandhistory.org

No phone calls please.