
**POSITION
DESCRIPTION**



**ART & HISTORY MUSEUMS
MAITLAND**

Title: Rental Assistant
Status: Non-Exempt
Schedule: Part-time
Supervisor: Rental Manager

Job Summary: The Rental Assistant supports the Rental Manager efforts to administer special property uses, including facility rentals.

Duties:

- Work with the Rental Manager to plan, implement, evaluate and manage special property uses, including facility rentals;
- Prepare rental facilities for lessees, including, but not limited to -
 - Clean buildings and grounds (floors, restrooms, pathways, etc.),
 - Set-up tables and chairs, and
 - Set-up parking and private event signs;
- Serve as primary staff contact to lessee during rental period –
 - Provide lessee professional courteous service,
 - Provide lessee relevant information about policies and procedures, and
 - Monitor rental activities to ensure safety and privacy of each event;
- Close rental facilities at end of rental periods to ensure a clean and safe facility, including, but not limited to -
 - Clean buildings and grounds (floors, restrooms, trash, etc),
 - Take down and store tables, chairs and other furniture, equipment and supplies;
- Collaborate with all staff for special property uses of all budgeted projects and activities;
- Train, supervise and retain volunteers to assist with facility rentals;
- Complete additional duties, as assigned by the Rental Manager or the Director of Operations or the Executive Director.

Qualifications:

- Superior written, verbal, and interpersonal communication skills;
- Outstanding analytical skills, problem solving skills, and presentation skills;
- Proven project-management skills with the ability to achieve results with nominal supervision;
- Excellent attention to detail;
- A team player with a strong work ethic who can develop a positive and highly productive work environment while maintaining flexibility;
- Ability to successfully interact and collaborate with key stakeholders to achieve results;

- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion to meet deadlines;
- Ability to continually develop skills related to use of rapidly changing technology and communications best practices;
- Ability to adapt and be flexible in a dynamic work environment;
- Demonstrated success in working with a culturally diverse community;
- Proficient computer skills, including e-mail, Internet, and Microsoft Office, such as Word and Excel;
- Physical ability to lift objects weighing up to fifty pounds (50 lbs.), to climb stairs and ladders, stoop, bend, push, pull and perform other physical duties;
- Must be available for a flexible schedule that includes evenings and weekends;
- At least three (3) years related customer service experience; and
- A minimum of a high school diploma required, but an associate degree preferred from an accredited college/university.

Employee Acknowledgement

Employee Name (please print)

Employee Signature

Date