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| **Position**  **Description** |  |

Title: Event Attendant

Status: Non-Exempt

Schedule: Part-time (occasional weekend shifts)

Supervisor: Rental Manager

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

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.

To apply, please email your cover letter and resume to [humanresources@artandhistory.org](mailto:humanresources@artandhistory.org), and include Event Attendant in your subject line.