
**POSITION
DESCRIPTION**



**ART & HISTORY MUSEUMS
MAITLAND**

Title: Event Attendant
Status: Non-Exempt
Schedule: Part-time (Casual)
Supervisor: Events Manager

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

Duties:

- Work with the Events Manager to manage special property uses, including facility rentals;
- Prepare rental facilities for lessees, including, but not limited to -
 - Clean buildings and grounds (floors, restrooms, pathways, rubble etc.),
 - Set-up tables and chairs;
 - 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, rubble, etc),
 - Take down and store tables, chairs and other furniture, equipment and supplies;
- Complete additional duties, as assigned by the Events Manager or the Director of Operations or the Executive Director.

Qualifications:

- Must have weekend availability. The number of shifts varies by season.
- Superior written, verbal, and interpersonal communication skills;
- Outstanding analytical skills, problem solving skills, and presentation skills;
- 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 prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion to meet deadlines;

- Ability to adapt and be flexible in a dynamic work environment;
- 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;
- At least three (1) years related customer service experience; and
- A minimum of a high school diploma required, but an associate degree preferred from an accredited college/university.

Please email resume to rentals@artandhistory.org

No phone calls please.