



### **Special Events/Rentals Assistant (Part-time Position)**

The Special Events/Rentals Assistant reports to the Special Events Coordinator. The primary responsibility this position is assisting the Special Events Coordinator with Special Events for the Museum and/or Rentals of the facility. On-Site training will be available. This will include, but will not be restricted to the following:

#### **DUTIES:**

- Set-up and clean-up in preparation for rentals; breakdown and clean-up directly following rentals;
- Complete work orders as assigned;
- On-site supervision of the rental of the building, including audio/visual equipment.
- Organizing storage areas;
- Custodial duties;
- Covering front desk duties such as answering phones and greeting customers;
- Handling cash/credit/check transactions;
- Other duties as determined by supervisor.

#### **QUALIFICATIONS:**

- Secondary education or GED;
- Must be a team player;
- Adaptable to a changing work environment;
- Current driver's license and insurance;
- Basic cash register knowledge (training provided);
- Working knowledge of common hand and electrical tools and cleaning equipment;
- Light carpentry skills preferred;
- Ability to lift at least 75 lb;
- Ability to bend, kneel, stoop, crawl and stretch;
- Professional demeanor and appearance;
- Good people/communication skills;
- Basic knowledge of audio/visual equipment.

#### **SCHEDULE:**

Friday and Saturday 8:30 a.m. – 5:30 p.m.

Sunday, 12:30 -- 5:30 p.m.

First Thursday of each month, 4:30 – 7:30 p.m.

Hours must be flexible in accordance with events.

Additional hours Monday – Friday to be determined or as needed

Minimum of 20 hours per week