

## **Antique Boat Museum Job Description**

**Title: Facility Rental Assistant**  
**Part-time, Seasonal/Based on less than 40 hrs. per week**  
**Hourly Non-Exempt**  
**Job Runs: June through September**

**Reports to: Director of Events & Marketing**

### Job Description

Reporting directly to the Director of Events & Marketing, this seasonal position is responsible for assisting with the logistics of facility rental events including weddings, rehearsal dinners, corporate, and non-profit events to ensure a quality experience for the rental client and their guests.

### Responsibilities

- Meet with Director of Events & Marketing and/or rental client in advance of the event to review final details of the event.
- Coordinate with Maintenance & Operations staff to ensure that rental space is clean and prepared and related equipment is in place.
- Welcome rental vendors to ABM campus, direct to their respective work area, and be a resource as needed during their time at facility.
- Be a resource and liaison between facility, client, and vendors.
- Attend wedding ceremony rehearsal to assist client and answer questions.
- Supervise wedding ceremony to provide best client experience.
- Welcome guests to facility and direct them to event space.
- Post temporary event signage on campus to assist with guest experience.
- Ensure guests and vendors are adhering to rental policies.
- Coordinate with event security prior to departure to ensure smooth transition of responsibility at facility
- Coordinate with client post-event to ensure that all items and equipment are removed from facility.

### Skills/Requirements

- Reach, lift, carry, push, and pull for placement and setup of event support items.
- Ability to lift and carry 20 pounds.
- Must be able to work outdoors in all seasonal extremes.
- Must be able to stand and walk for long periods of time.
- Excellent customer service and positive attitude to provide the best experience for clients on their special day.
- Majority of rentals occur on Saturdays but may include other days as well; 2017 rentals schedule is confirmed and can be reviewed to confirm potential employee's availability.

### **How to Apply**

Application materials due April 5, 2017  
E-mail resume, cover letter, and three references: [member@abm.org](mailto:member@abm.org)  
Or mail to: Antique Boat Museum  
Facility Rental Assistant Search  
750 Mary St.  
Clayton, NY 13624