

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 March 13, 2017

E-mail resume, cover letter, and three references: member@abm.org

Or mail to: Antique Boat Museum
Facility Rental Assistant Search
750 Mary St.
Clayton, NY 13624