

POSITION DESCRIPTION
MUSEUM OF LIFE AND SCIENCE

1. Title: Events & Rentals Assistant Regular, Part-Time, Non-exempt

2. Reporting Relationship: Events & Rentals Manager

3. Position Objective: To advance the Museum's mission by supporting Birthday Parties, private rentals and events at the Museum and contribute to the growth of the Museum as a private event venue.

4. Qualifications:

<p>Required:</p> <ul style="list-style-type: none">A. High School Diploma/GEDB. Ability to lift 25 lbs, be on one's feet for 4+ hours at a time and walk distances of up to 1 mileC. Strong experience in customer serviceD. Excellent verbal and written communication skillsE. Strong attention to detail with a high level of organizationF. Good multi-tasking abilities and the ability to work under pressureG. Positive attitude and great work ethicH. Experience working as part of a teamI. Able to work Saturdays and occasional evenings as required	<p>Desirable:</p> <ul style="list-style-type: none">A. Previous event coordination/assistance experienceB. Conversational SpanishC. Some teaching experience
---	---

5. Responsibilities:

- A. Oversee Birthday Party logistics, including hiring, training and managing Adjunct Birthday Party Educators
- B. Support the Events & Rentals Manager in the organization and implementation of rentals/events, including communicating with prospective clients, communicating with vendors and working events to ensure smooth delivery of services
- C. Provide outstanding customer service to clients and handle any concerns
- D. Assist in the marketing of MLS as a special event and meeting venue, including attending bridal shows and other outreach events as needed; Recommend management strategies, yearly programming goals and objectives to Event and Rentals Manager to continue to grow and improve the rentals and party business.
- E. Assist in the training of rentals staff as needed
- F. Other duties as required

6. Staff Oversight: Adjunct Birthday Party Educators

Prepared By: Leslie Fann Date: 9/19/08

Reviewed By: Kellie Carter, Shawntel Landavazo Date: 9/19/08