

ORGANIZATION **New Bedford Whaling Museum**

LOCATION **New Bedford, MA**

THE POSITION **Part-Time Facility Rentals Associate**

The Facility Rentals Associate will be a member of the facility rental team for public and private events at the Museum. Reporting to the Facility Rentals Manager, the Facility Rentals Associate will assist venue clients, caterers, vendors and guests and ensure exceptional service from the beginning to the end of events. He or She will assist with logistical coordination, supporting audio visual needs, enforcing the facility rules and regulations, maintaining cleanliness, safety and security during events, and securing the building at the end of events.

Primary Responsibilities

- Successfully interacts with museum staff, caterers, vendors and guests to ensure excellent and high quality guest experiences at the Museum.
- Effectively anticipates and responds promptly to the needs of venue clients, vendors and guests along with communicating their concerns to the Facilities Rentals Manager, Sales & Events Manager and/or Programs Manager
- Responsible for vendor set up, teardown and cleanup of event spaces
- Responsible for maintaining cleanliness, safety and security during events and securing the building at the end of events
- Maintains knowledge of Museum programs and events to better serve guests
- Must be dependable, able to work independently and on a team, and able to problem solve
- Perform other duties as assigned by Facility Rentals Manager

Education and Experience

- High School Diploma or equivalent required

Knowledge, Skills and Abilities

- Ability to work independently as well as in a team environment
- Ability to successfully pass a criminal background check

Licenses and Certifications

- Valid Drivers' License required
- ServSafe and TIPS Certification a plus

Schedule

Nights and weekends. Hours will change from week to week with the average timeframe between 10 a.m. to 5 p.m. or 5 p.m. to midnight with some flexibility. The actual schedule will be based upon Museum events and administrative needs.

APPLICATION INSTRUCTIONS: Send resume and cover letter to Michelle Taylor, Chief Administrative Officer & CFO, at mtaylor@whalingmuseum.org. The employer is committed to equal employment opportunity for all persons without regard to race, color, religion, sex, national origin, marital or parental status, sexual orientation, gender identity, veteran status, age or disability.