

Chester County Historical Society (CCHS)
Job Posting
RENTAL PROGRAM ASSISTANT

Department: Administrative
Salary: \$ 12 per hour
Employee Group: Part-time, Non-exempt
Application: By March 15, send cover letter and résumé to jobs2@chestercohistorical.org

General Responsibilities:

- On-site event management for the Venue Rental program during events that take place at CCHS;
- Coordinates set-ups and breakdowns for CCHS rental events, public events, in-house events and education programs;
- Manages monthly scheduling of Front Desk coverage for weekends and events.

Specific Duties and Responsibilities:

- Serves as the point person and customer service representative for CCHS during designated rentals and public programs, including enforcing security protocols;
- Assists event renters with Audio / Visual (AV) and HVAC needs;
- Executes any renter and building needs, and related tasks during an event;
- Opens and closes the buildings (Cultural Center and Museum) based on the renter, caterer and vendor agreements;
- Covers the front desk in lobby, as needed during events.

Qualifications:

- Excellent customer service skills and customer service experience. Friendly yet firm about rules, with clear communication skills;
- Ability to work with a wide range of people, such as coworkers, volunteers, student interns; visitors, rental clients and guests;
- Team-oriented, reliable;
- Tech savvy about CCHS AV and HVAC systems, and security systems;
- Excellent problem-solving skills;
- Either pursuing or obtained college degree preferred.

Work Schedule:

- Irregular, part-time hours based on rental and program events; averages about 10 hours / week; includes evening and weekend work for events
- Preference is for a candidate who resides in Chester County full-time

This job description is intended as a summary of the primary responsibilities and qualifications for this position. It is not intended as inclusive of all duties an individual in this position might be asked to perform, or of all qualifications that may be required either now or in the future. (20180208)