



## **Facility Rentals Associate, Part-time**

### **Position Description:**

The Facility Rentals Associate will be a member of the facility rental team for public and private events at the Museum. Reporting to the Director of Facilities & Security, the Facility Rentals Associate will work closely with the Facility Rentals Team Leader, the Associate Director of Special Events, the Events Coordinator and the Visitor Experience team. They will assist with logistical coordination, support audio/visual needs, enforce the facility rules and regulations, maintain cleanliness, and monitor safety and security during events.

### **Core Responsibilities:**

- Assist in setting up venue space based on the detailed “run of show” document and floor plans provided
- Conduct housekeeping rounds in venue as directed during event
- Assist in maintaining a secure environment for guests and museum artifacts
- Assist in the breakdown and cleanup at the end of events

### **Job requirements:**

- Ability to lift up to 50 pounds
- High School diploma or equivalent required
- Valid driver's license and reliable transportation
- Ability to work independently as well as in a team environment
- Positive attitude and pride in work
- Ability to successfully pass a criminal background check

**Schedule:** Must have flexible availability with nights and weekends.

**Compensation:** \$16.00 per hour

Note: The above description is illustrative of tasks and responsibilities. It is not intended to include every task or responsibility, which may be required.

**TO APPLY:** Send cover letter, resume, and [Application for Employment](#) to Nelson Terra, Director of Facilities & Security ([nterra@whalingmuseum.org](mailto:nterra@whalingmuseum.org)) No phone calls, please.

The New Bedford Whaling Museum is committed to equal employment opportunities 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.