

The Kelowna Museums Society is looking to add to its pool of casual **Event Assistants** for daytime evening and weekend events at the historical Laurel Packinghouse. Under the direction of the Operations Manager and/or the Rental Supervisor, the Rental Assistant works on-site during rental events on an as-needed basis. They represent the Kelowna Museums to renters, and provide the renter with support and supervision during rental events. The position may also fill in at the front desk of the museums.

### Primary Duties:

- Be on hand to welcome visitors or renters, and respond to general inquiries
- Be present and visible to renters during events
- Support renters during their event by keeping rental areas stocked and tidy
- Assist in setting up, cleaning or other assistance during or at closing of events
- Help correct any problems with lighting, sound system, internet access, etc.
- Remind renters when last call and closing times are approaching
- Ensure renters are following rental agreement guidelines
- Monitor building interior and exterior
- Call on the appropriate external resources if assistance is needed
- Opening and/or closing of building
- Maintain log book and prepare reports or recommendations
- Identify and report any issues that could impact health, safety or security
- Assist customers of the gift shop with their purchases
- Occasional daytime front desk coverage

### Requirements:

- Security and/or conflict resolution training would be an asset
- Prior relevant experience (ie volunteering or working at events, weddings, fundraisers, etc.) but will train the right person
- Good understanding of general workplace and/or event protocols and safety
- Serving It Right Certificate
- Valid Class 5 BC Driver's License
- A satisfactory Criminal Record Check
- An Emergency First Aid Certificate would be an asset
- Cash handling and POS experience would be an asset

### Skills:

#### **The ideal candidate should:**

- Be reliable and able to work flexible hours - including late nights, weekends and holidays
- Be able to consistently deliver a high level of customer service
- Be physically able to lift up to 40 lbs and able to set-up or take-down tables and chairs
- Adhere to a professional level of conduct and appearance at all times
- Be able to work without supervision and make decisions quickly using own judgement
- Be an excellent communicator both verbally and in writing
- Be proficient in computers and basic office equipment

**Salary:** \$14.75 per hour to start

**Apply:** Apply to [hr@kelownamuseums.ca](mailto:hr@kelownamuseums.ca)