

The Kelowna Museums Society is looking to add to its pool of casual **Event Assistants** for evening and weekend events at the historical Laurel Packinghouse. Under the direction of the Operations Manager and/or the Laurel Enterprise Coordinator, 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
- Other duties as required

Secondary Duties

- Assist customers of the Laurel Gift Shop when necessary
- Occasional daytime front desk coverage
- Promotes a positive team atmosphere
- Maintains acceptable appearance and conduct standards

Qualifications

- Be reliable and able to work flexible hours
- 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
- 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
- POS experience would be an asset
- An Emergency First Aid Certificate would be an asset

Salary: \$13.88 per hour to start

Apply: Apply to hr@kelownamuseums.ca