



**EDMONDS PUBLIC FACILITIES DISTRICT (EPFD)/
EDMONDS CENTER FOR THE ARTS (ECA)**

POSITION: **RENTAL EVENTS & HOSTING ASSISTANT**
EMPLOYMENT STATUS: Part-Time (10-15 hours per week), Variable Schedule, Non-Exempt
SALARY: Position Salary Range: \$39,250-\$47,480
(\$18.87- \$22.82 per hour)
BENEFITS: This position is eligible for the following:

- 12 paid holidays per year
- Sick Leave in accordance with Washington State guidelines.

REPORTS TO: Director of Rental Events & Hosting

POSITION SUMMARY:

Reporting to the Director of Rental Events & Hosting, the Rental Events Assistant works collaboratively with the Rentals Department in providing excellent customer service and ensuring a welcoming experience for all clients. As the go-to person on event days for ECA's clients, the Rental Events Assistant position primarily supports evening and weekend events, as well as after-hours programs with event setup and breakdown, monitoring activities, and ensuring the safety of clients and protection of resources. In addition, this position will assist the facilities team with light maintenance and custodial projects, as needed.

The position works closely with and regularly coordinates with various supporting departments to ensure complete facility and equipment readiness for all events and activities. Like all employees at EPFD/ECA, the Rental Events Assistant must collaborate well with all team members and remain committed to EPFD/ECA's mission, goals, and values.

The Rental Events Assistant at ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. A Rental Events Assistant values a diverse team, is welcoming of different perspectives and approaches, and makes sure that their colleagues and partners feel valued and empowered.

PRIMARY DUTIES AND RESPONSIBILITIES:

Rental and Event Support:

- Represent ECA to the public and all stakeholders in a positive and professional manner and provide excellent customer service to all external clients and partners.
- Provide direct support for evening and weekend rental events, including internal ECA related programs and events.
- Attend rental department and/or rental production meetings, as required.
- Set up and strike according to event information or diagram provided, ensuring ECA equipment is in good working order and returned to where it is typically stored.
- Meet and greet clients prior to events starting and serve as an effective liaison to other departments for any event needs or changes.
- Monitor rentals in progress to ensure compliance with regulations, contracts, timely event services, staffing levels, building security, guest and client safety and satisfaction, and day-of event support and event vendor assistance.
- Maintain a proficient understanding of ECA's audio/visual and lighting systems.
- Provide basic sound, lighting, and audio/visual technical support during events.



- Communicate all issues, incidents and guest and client feedback to the Director of Rental Events & Hosting.
- Follow all security and safety protocols, adhering to safety compliance, Washington L&I and applicable OSHA regulations.
- Other duties as assigned.

Facilities Support:

- Work cross-departmentally with the Rentals, Production, and Facilities for event set-up and production.
- Assist with custodial work including cleaning windows and restrooms, taking care of trash receptacles, dusting, and vacuuming.
- Perform light maintenance work, as requested.
- Follow the opening and closing facility security measures.

Guest Services Support:

- Greet clients, answer phone and direct inquiries as required, and tidy up as needed.
- Monitor rental spaces by regularly walking through the spaces.
- Maintain current knowledge of emergency safety and security procedures and protocols.
- Complete administrative duties as needed.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work independently with little supervision after receiving direction.
- Ability to anticipate needs, prioritize projects, and work efficiently to meet deadlines.
- Ability to plan, coordinate, and complete multiple projects simultaneously.
- Excellent decision-making judgement within the scope of responsibility and demonstrates accountability.
- Takes ownership of work and follows through on completion of deliverables.
- Communicates proactively and provides appropriate personnel with complete, timely, and accurate information.
- Outstanding interpersonal skills; is tactful, courteous, and respectful towards others.
- Must be a team player and comfortable working in a busy, noisy environment.
- Excellent verbal and written communication skills.
- Strong service orientation; demonstrates a supportive attitude toward community members, customers, colleagues, and volunteers.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Associates Degree or equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
- Minimum 1+ years' event management experience
- Valid CPR/1st Aid Certification within thirty (30) days of hire
- Proficiency with Microsoft Office Suite
- Basic understanding of audio-visual equipment, preferred



WORKING CONDITIONS:

Position involves tasks that may be considered physically demanding. Routinely stands or remains stationary/seated for extended periods. Regularly walks, climbs, kneels, crouches, and navigates inclines/declines in performing duties. Reaches overhead, in all directions, bends at the waist and knees, pushes, pulls, and twists or otherwise positions oneself to accomplish tasks. Periodically must work in confined spaces, working at heights, or accessing areas requiring lifts or special equipment. Requires manual dexterity; repetitively uses hands and wrists, handling, gripping, grasping reaching, using hand and power tools. Ability to walk frequently, stand for extended periods of time, climb, push, stoop, carry equipment and materials, and lift up to 50lbs. Requires visual acuity; possesses close vision, far vision, side vision, depth perception, night vision and color vision. Requires auditory and verbal ability; hearing, speaking or otherwise communicating to exchange information in-person or on the phone. Ability to wear appropriate personal protective equipment based on OSHA standards when required.

SCHEDULE:

The Rental Events & Hosting Assistant is required to work a variable schedule that includes evening, weekend, and as needed, holiday shifts. Position requires reliable transportation and a valid Driver's License.

NOTE: This job description is not intended to be all-inclusive. All employees are expected to perform other duties to meet the ongoing needs of the organization.

APPLICATION REQUIREMENTS:

Please send **cover letter** describing qualifications, **resume**, three **references**, **completed EPFD/ECA Application Form and Voluntary EEO Survey** (available for download at <https://www.edmondscenterforthearts.org/who-we-are/employment>) to careers@ec4arts.org OR *Rental Events & Hosting Assistant Search, Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020.* **No phone calls please.**

Edmonds Center for the Arts is an Equal Opportunity Employer and is committed to advancing equity through our work and to becoming a more inclusive organization. People of color and others with underrepresented identities are strongly encouraged to apply.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity, and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License.

NOTE: An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.