Position Opening

Job Title:	Facility Rentals Assistant, McGovern Centennial Gardens
Work Location:	Hermann Park, Houston, TX
Full-time/Part-time:	Part-time
Effective Date:	ASAP

Primary Focus:

Hermann Park Conservancy is a citizens' organization dedicated to the stewardship and improvement of Hermann Park—today and for generations to come.

The primary duty of the Facility Rentals Assistant is to offer administrative assistance to the Venue Manager and to coordinate logistics for functions at the McGovern Centennial Gardens. They will work a combination of weekdays, nights and weekends and will be on hand during events. This position reports to the Venue Manager, Centennial Gardens.

Duties and Responsibilities:

- Assist Venue Manager with issuing, collecting and processing contracts and payments
- Review and approve photography permits, field trips, and group reservations and update internal scheduling documents as needed
- Assist with client inquiries and tours as needed
- Manage and oversee events including problem solving, welcoming guests, directing event set-up, communicating with staff, organizing vendors and managing take-down
- Ensure that all Conservancy policies and procedures are being followed by clients and vendors
- Coordinate with housekeeping staff and assist with maintenance issues
- Liaison with event security personnel
- Communicate with and direct event vendors, planners and other personnel
- Complete post-function walk through with vendors and function holders to ensure facilities are left in a clean and orderly condition
- Secure building and Conservancy assets at the conclusion of each event
- Report to Venue Manager post-event recap, concerns and facility issues
- Complete other projects and tasks assigned by the Venue Manager

Skills & Qualifications:

- Associate's degree or relevant work experience
- Excellent communication, interpersonal and organizational skills
- Ability to work in a fast-paced environment and manage multiple tasks simultaneously
- Proficient in Microsoft Office
- Experience in sales, event logistics and accounting software programs is preferred
- Ability to lift a maximum of 50 pounds
- Must be able to pass a drug test and criminal background check

Salary and Hours

- $15.00 per hour
- Part-time **NIGHTS and WEEKENDS**
- 20 – 30 hours per week

How to apply:

Send cover letter and resume by email to:

Venue Manager, McGovern Centennial Gardens
Hermann Park Conservancy
1700 Hermann Park Drive
Houston, TX 77030
713.524.5887 fax
facilityrentals@hermannpark.org
www.hermannpark.org

Hermann Park Conservancy is an equal opportunity employer.