

Michigan City Job Description

Job Title: Rental Liaison

Department: Barker Civic Center

Reports to: Director

FLSA: Non-Exempt

SUMMARY

Oversee wedding ceremonies, meetings, birthday parties, bridal and baby showers, recitals and other contracted events at the Barker Civic Center by facilitating set-up, take-down and on-site assistance during event. May also work with contractors such as caterers or photographers during events and promote the mansion at area trade shows.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include the following; other duties may be assigned:

Serve as on-site staff contact during meetings, weddings, parties, and recitals.

Set-up and take-down tables, chairs, and linens for events.

Promote the Barker Mansion as a site for events at area trade shows.

Work with contractors, such as caterers and photographers, to ensure events run smoothly.

Communicate with groups prior to event to ensure needs are met.

Assist in training new volunteers and supervising existing volunteers.

Have the ability to work a flexible schedule which will include evenings and weekends.

QUALIFICATIONS

To perform this job successfully, an individual must be able to work as a team member. Ideal applicant must exude professionalism in manner and dress. Applicant must have outstanding communication skills and be able to anticipate needs of guests in advance.

EDUCATION and/or EXPERIENCE

Individual must hold a high school diploma or GED. One to two years of related experience and/or training; or equivalent combination of education and experience is preferred.

LANGUAGE SKILLS

Must be able to communicate in written and verbal language using proper English.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with area; climb or balance; stop, kneel, crouch, or crawl; talk or hear and

taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus. Specific physical demands may include:

Walking up and down three flights of stairs multiple times per day.

Hauling tables and chairs.

Traversing uneven surfaces.

Climbing ladders.

Must be able to stand, walk, sit and have corrective sight, speech and hearing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.