

## Ella Sharp Museum Job Posting Facility Rental Assistant

Reports To: Facility Rental Coordinator  
Classification: Part Time, Non-Exempt  
Department: Management  
Location: 3225 Fourth St. Jackson, MI

Supervises: Bartending Staff (occasionally)  
Salary range: \$10-\$12/hour, 10-15 hrs/wk  
average varies seasonally

### **About this position**

The assistant will staff rental events at Ella Sharp Museum and serves as lead bartender. With a focus on logistics and customer service, the Assistant organizes supplies in advance of events such as weddings, corporate meetings, fundraisers, and bridal showers and tends bar as necessary. Occasionally supervises contracted bartending staff, sets up tables and chairs, and interact with a variety of museum guests. Evening and weekends availability required.

Representative responsibilities of this office include:

1. Under supervision of Facility Rental Coordinator, the assistant will staff scheduled events to ensure that events run smoothly
2. Must be able to tend bar as needed
3. Maintain and organize rental spaces, including set up for events and closing down afterward
4. Compile reports for management, including number of attendees at events; Inventory supplies, organize supplies in advance of events
5. Communicate with museum departments to ensure smooth operation of all events

Desired Qualifications:

- Strong customer service skills
- Enthusiastic, energetic individual with a professional manner who enjoys working with people and is detail oriented
- TIPS certified and able to tend bar as needed
- Familiarity with Microsoft software, including Word and Excel
- Some physical labor involved (setting up tables and similar tasks, climbing stairs)
- Must be able to work weekends, evenings, and holidays

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level, and lift/carry 40 lbs. The position involves some repetitive motion (typing, filing, etc.). The noise level in the work environment is variable and unpredictable, ranging from quiet to loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All job applicants receive equal consideration for employment.

### **About the Ella Sharp Museum**

The Ella Sharp Museum, founded in 1965, offers programs, exhibits and experiences preserving community history, advancing art appreciation and understanding, connecting children with science and, through the Cell Block 7 Museum, exploring Jackson's prison history. Our 5-acre campus includes the Hadwin Center with exhibit galleries, program spaces, offices and a museum store; the Merriman Sharp farmhouse, a one-room schoolhouse, a log cabin, barn and other historic structures; and the Hurst Planetarium. Our mission focuses on providing opportunities to connect our community with history, the arts, and science. We received American Alliance of Museums accreditation in 1978 and have been reaccredited twice. One of the first small museums in the country to receive such distinction, the Ella Sharp Museum is one of only 38 accredited institutions in the state of Michigan.

How to apply: Submit cover letter and resume via email to: Chelsea Melin, Facility Rental Coordinator, Ella Sharp Museum, [eventcoordinator@EllaSharp.org](mailto:eventcoordinator@EllaSharp.org) Resumes will be reviewed upon receipt. Position open until filled.