

## **The Wornall/Majors House Museums**

Position Description: Alexander Majors Barn Event Attendant

### **Position Summary**

Event Attendants at the Alexander Majors Barn are responsible for opening and closing the event space, stocking restrooms with paper products, and generally overseeing the Alexander Majors Barn during private events such as weddings, parties, and meetings. This is a part-time, at-will position; hours are not guaranteed, and are subject to seasonal changes in rental volume. Event Attendants choose their shifts on a first-come, first-served basis and report directly to the Alexander Majors Barn Rental Coordinator.

Core hours are typically Fridays-Sundays, and typically involve evening shifts.

Personal references required.

### **Duties & Responsibilities**

- Perform the regular procedures to open and close the Barn & prepare it for rentals.
- Stock with paper products & monitor the Barn's restrooms during private events.
- Represent the Wornall/Majors House Museums professionally, courteously, and consistently during private events.
- Be available to answer rental clients' questions about the venue & to assist with matters related to the venue (i.e. doors, lights, directing vendors).
- Make the Rental Coordinator/appropriate Wornall/Majors staff aware of potential issues and/or violations of venue policies.
- Go through the rental check-out list with clients before they leave the premises.
- Assist in coordinating payment of security officers provided by KCPD.
- Barn Attendants will track their own hours and report them monthly to the Rental Coordinator in writing.

### **Other Responsibilities:**

- Assist in maintaining the overall inviting and presentable environment of the facilities and grounds, as needed.
- Enforce critical policies of the Alexander Majors Barn and Wornall/Majors House Museums (i.e. restrictions on smoking/open flame, alcohol policy, etc.)
- Other duties as assigned.

### **Qualifications**

- Strong written & verbal communications skills
- Excellent interpersonal manners
- Can-do, problem-solving attitude
- Experience in hospitality, retail, or service industry a plus.

Compensation: Pay rate \$10.00 per hour.

### **To apply send resume to:**

Lena White, Rental Coordinator

rentals@wornallmajors.org