



Annmarie Sculpture Garden & Arts Center
Koenig Private Foundation, Inc.
13470 Dowell Road, P.O. Box 99, Dowell, MD 20629

Title: Rental Supervisor **deadline to apply: June 1, 2018**
Hourly Rate: \$18/hr + gratuity (no benefits)
Typical Work Schedule: varies each month according to rental schedule
typically 2-3 Saturday evenings each month, but may include other evenings

How to apply: submit an Annmarie Employment Application (available at <http://www.annmariegarden.org/annmarie2/node/48>), resume, and 3 references to the above address, or email complete application packet to jobs@annmariegarden.org. Incomplete applications will not be considered. All email files must be submitted as PDFs. We will contact only those applicants that we wish to interview.

Introduction: Annmarie Garden is seeking a Rental Supervisor to work and manage evening rental events at the property. Ideal candidate will be reliable and have excellent management and communication skills, and be physically able to set-up for events, work events, and break down after events. Most rental events take place on Friday and Saturday evenings. Supervisor will work closely with Rental Coordinator and client to coordinate the many details of a private rental. The Supervisor will work rental event and will manage the rental staff. This job requires a responsible, hard-working, friendly, and independent person, who can tactfully manage the needs of the client while securing the safety of the buildings, art, and properties of Annmarie Garden. This is a hands-on position, Supervisor must be physically able to set up, clean, and break down events.

Job Summary

Position will serve as the Supervisor for rental events at Annmarie, including working the event, as well as manage the rental staff. Supervisor will work closely with the Rental Coordinator and client to ensure a happy and satisfying rental experience. Supervisor will be required to follow policies and procedures of Annmarie Garden to safeguard guests along with building and property safety.

Rental Schedule: Rental schedule varies, but there are usually 2-4 evening rentals each month, most take place on Friday and Saturday evenings, but may include other evenings. This is a great part-time job for a hard-working person looking for good pay and a pleasant place to work.

Essential Job Functions

Oversees all day of aspects of a private rental, including managing and working with rental staff to clean and prepare building for a rental, work the rental, and clean up, lock, and secure property, buildings, and art of Annmarie Garden.

- Depending on the contract, may be required to help set up tables, chairs, and other equipment for event.
- Prior to event, ensures that building is clean and ready for guests. Cleans restrooms, galleries, and classrooms; replaces supplies as needed; Cleans all café tables and chairs; cleans patio furniture; Cleans glass doors and windows; Vacuums and sweeps carpets and other floor space; Sweeps sidewalks and patios around each building; Cleans ceramic tiles and stairwell; Cleans catering kitchen, kitchen equipment (ice machine), and appliances;
- Cleans all buildings according to specific set of instructions; Washes windows, walls, mirrors, woodwork; Cleans glass in doors and other areas; May be asked to arrange tables, chairs, and equipment for programs; Cleans out drains & empties trash; Promptly reports any broken equipment or appliances;
- Supervisor must learn to work closely around art, and follow specific protocol for safeguarding sculpture and art.
- Ensures there are trash cans and recycling bins in all buildings.
- During event, supervisor monitors event to ensure that facility is kept clean and safe. Keeps in contact with staff, client, vendors, and caterers to ensure smooth experience.
- After event, Supervisor works with rental staff to clean up and prepare building for the next day visiting hours. This includes, consolidating equipment, resetting furniture, cleaning and mopping galleries, and patrolling outdoor areas for litter and refuse.
- Finally, Supervisor is responsible for making sure all guests and vehicles have left the property, and securing property for the night.
- May be asked to work other events at Annmarie, including festivals and special events (a different pay scale may apply to these opportunities).

Knowledge, Abilities and Skills to—

Manage staff effectively and harmoniously. Deal politely with staff, clients, and guests. Perform building cleaning work; understanding of cleaning supplies and equipment. Ability to follow policies and procedures, and follow oral and written instructions;

Experience, Training and/or Education

Three years of relevant management and work experience; high school diploma or GED

Special Requirements:

Must be 21 years of age. Must have clean record (aside from minor traffic violations). Subject to background investigation. Must be able to work weekends and occasional other evenings. Must have reliable transportation.

Physical Demands:

Requires strenuous effort to perform manual work involving crouching, stooping, stretching, reaching, or lifting objects up to 50 pounds. Must be able to mop large expanse of floor and move and set up tables and chairs.

Unusual Demands:

Worker is exposed to dirt and hazards from working with waste material. Required to work evenings, weekends, and holidays in addition to normal business operations.

Annmarie Garden is an equal opportunity employer.

May 14, 2018