



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

Title: Special Event & Rental Staff **deadline to apply: October 19, 2018**
Hourly Rate: \$13/hr (no benefits)
Typical Work Schedule: varies each month according to rental schedule
typically 2-3 Saturday evenings each month, and other weekend days as needed

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 PDF files. We will contact only those applicants that we wish to interview.

Job Summary: Annmarie Garden is seeking a hard-working and reliable person to work special events and private rentals at Annmarie. Ideal candidate will be good-natured and physically able to set-up for events, work events, clean, and break down after events. Special Event & Rental Staff will work closely with the Grounds Supervisor and Rental Supervisor to ensure that events are smooth and enjoyable to the client and guests.

Event & Rental Schedule: Special event and rental schedule varies, but there are usually 2-4 weekend days and evenings each month, most take place on Friday and Saturday evenings or during the day on Saturdays and Sundays. This is a great part-time job for a hard-working person looking for good pay and a pleasant place to work on the weekends and evenings.

Essential Job Functions

- Depending on the event, 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;
- Must work carefully around art, and follow specific protocol for safeguarding sculpture and art.
- Ensures there are trash cans and recycling bins in all buildings.
- During event, helps to ensure that facility is kept clean and safe.
- After event, helps 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.
- Helps to make sure that all guests 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: Ability to move rental equipment, set-up and break down tables and chairs. Perform building cleaning work; understanding of cleaning supplies and equipment; follow oral and written instructions; Deals politely with the public

Experience, Training and/or Education: One year of relevant work experience; high school diploma or GED

Special Requirements: Must be 18 years of age; must have clean record (aside from minor traffic violations); subject to background investigation. Must be able to work 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. May be required to work evenings, weekends, and holidays in addition to normal business operations.

Annmarie Garden is an equal opportunity employer.

July 19, 2018