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

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

About this position
The assistant will staff rental events at Ella Sharp Museum. This position will primarily focus on logistics and customer service. At times this individual may supervise contracted bartending staff. Some physical labor will be required.

Representative responsibilities of this office include:
1. Under supervision of Facility Rental Coordinator, this person 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; track and file invoices and payments
5. Communicate with museum departments to ensure smooth operation of all events

Desired Qualifications:
- Pleasant and professional manner with strong customer service skills—this person will be the face of the Ella Sharp Museum to guests at events
- Enthusiastic, energetic individual who enjoys working with people and is detail oriented
- Able to tend bar as needed
- 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 10 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 to: Valerie Herr, Deputy Director, Ella Sharp Museum, Valh@ellasharp.org, 3225 Fourth St. Jackson, MI 49203. Resumes will be reviewed upon receipt. Position open until filled.