

# Ijams Nature Center

## Rental and Event Attendant

Reporting to the Rentals Coordinator, Rental and Event Attendants will assist the Rentals Coordinator and Visitor Services Manager in coordinating private and community events. Ijams Nature Center hosts many events such as movie nights, weddings, birthday parties, fundraisers, festivals, races, corporate retreats and more! Rental and Event Staff ensure that the guests of these events enjoy their time spent at Ijams, that guests respect the grounds/venues, and that the events themselves run smoothly.

This is a part-time position with no set schedule; most shifts will occur on nights and weekends.

### **Duties Include But Are Not Limited To:**

- Preparing facilities before event by arranging tables/chairs, vacuuming, cleaning, etc. and ensuring that there are adequate supplies for the event, such as toilet paper, table linens, trash bags, any add-ons, etc.
- Opening and closing buildings, facilities and outdoor venues. Setting security alarms and operating parking lights.
- Welcoming guests as they enter the nature center and assisting with parking and directions to their venue.
- Operating projectors, sound systems, computers and other event features.
- Safely maintaining fires in pits and fireplaces.
- Answering questions from guests and providing directions. At least one attendant must be in the rented area to handle any questions or problems that may arise.
- Completing trash and recycling runs in the venue and bathrooms.
- Ensuring that renters adhere to the terms of the Ijams Rental Agreement. Ensuring that guests practice environment friendly habits while on the grounds and obey rules during events.
- Assisting renters in decorating, setting up rented items and cleaning up. Assisting event managers in setting up.
- Assisting bartenders by clearing trash, prepping stations, assisting with spills, etc.
- Ensuring that the venue is clear of all decorations, supplies and trash following each event and ensuring that the venue/grounds did not suffer damage due to the event.

Ijams Nature Center's event practices strive to be as sustainable and as eco-friendly as possible. A willingness to learn and to adapt to these practices is a vital. *Upon interest for leading specific events add-ons, additional training will be available through the Ijams Animal Care Manager and the Education Department. These add-ons will include safely and responsibly handling Ijams Animal Ambassadors which include snakes, turtles, tarantulas, small birds, etc.*

### **Qualifications**

The ideal candidate will be responsible, proactive, and comfortable in large groups of people. Positive customer service skills are required. We are looking for friendly and enthusiastic individuals to join our team. In addition, this position requires:

- Ability to lift up to 40 lbs.
- Ability to work irregular hours, shifts, or weekends as needed.
- Ability to work independently as well as part of a team.
- Valid driver's license with a good driving record.

- Ability to deal with difficult people and situations in a calm, professional manner.
- Able to make decisions quickly.
- Interest in environmental education is preferred but not required.
- Experience with large-scale events is preferred but not required.
- Possess an ABC bartending license is preferred but not required.

The employee occasionally will be required to lift and/or move 15-40 pounds and may need to carry for approximate distances up to 50 feet, bend, reach with hands and arms, use fingers to write or type and handle or feel, walk, carry documents, crouch, stoop, kneel, climb stairs and use a step ladder in lifting and lowering materials.

While performing the duties of this job, this employee may be exposed to dust, temperature variance, weather variance, noise, pollens and fumes.

### **About Ijams Nature Center**

Ijams Nature Center is a nonprofit learning center and preserve located on the southern banks of the Tennessee River near Knoxville's urban center. Its mission is to encourage stewardship of the natural world by providing an urban greenspace for people to learn about and enjoy the outdoors through engaging experiences. Ijams Nature Center manages 318 acres of land with more than 12 miles of trails, a large visitor center, Mead's Quarry lake, mountain biking trails, river access, gardens and much more. People of all ages attend educational programs at Ijams Nature Center. These programs include school field trips, family programs, summer camps and adult workshops. Ijams Nature Center partners with Knox County and the City of Knoxville as well as with multiple agencies to provide outstanding educational offerings. Visit the Ijams website at <https://ijams.org> for current program information.

### **Equal Opportunity Employment**

Ijams Nature Center is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation or sexual identity, age, national origin, height, weight, handicap or disability, veteran status or any other status or condition protected by applicable state or federal laws.

**To apply for this position: Email resume and cover letter to the Rentals Coordinator- Katie Brittian at [kbrittian@ijams.org](mailto:kbrittian@ijams.org).**