



# Rental and Event Attendant

**Department:** Visitor Services

**Supervisor:** Rentals Coordinator/ Visitor Services Director

## Summary

Reporting to the Rentals Coordinator, Rental and Event Attendants assist the Rentals Coordinator and Visitor Services Manager in 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 at Ijams, that guests respect the grounds/venues and that the events themselves run smoothly.

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

## Duties and Responsibilities

- 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, including 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.
- Other duties as assigned.

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. Should a Rental and Event Assistant be interested in leading specific event add-ons, additional training will be available through the Ijams Animal Care Manager and the Education Department. These add-ons include the safe and responsible handling of Ijams animal ambassadors, which can include snakes, turtles, tarantulas, small birds and mammals, etc.

## **Desired Skills and Abilities**

The ideal candidate must be responsible, proactive and comfortable in large groups of people. Excellent customer service skills are required. Ijams is looking for friendly and enthusiastic individuals to join the Rental and Event Team.

Qualified candidates must have the ability to:

- Work irregular hours, shifts or weekends as needed.
- Work independently as well as part of a team.
- Deal with difficult people and situations in a calm, professional manner.
- Make sound decisions quickly.
- Possess a valid driver's license and a good driving record.
- Pass a background check.

In addition, the following is preferred but not required:

- Interest in environmental education.
- Experience with large-scale events.
- Current ABC bartending license.

## **Physical Requirements**

- Must be at least 18 years of age
- Must be able to lift and carry or otherwise move up to 40 pounds.
- Must be able to traverse safely over uneven or irregular terrain.
- Must be able to work in outdoor environments in all weather conditions.

## **Compensation/Benefits**

Pay for this position is between \$13.50-14.50 based on experience.

## **About Ijams Nature Center**

Ijams Nature Center is a nonprofit nature center located on the 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, including 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 [ijams.org](http://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, ethnicity, sexual orientation, gender identity, age, national origin, mental or physical disability, veteran status, or any other status or condition protected by applicable state or federal laws. These anti-discrimination policies also apply to volunteers and program recipients. Ijams Nature Center provides reasonable accommodations to all applicants and employees. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

## **To Apply**

Send resume, cover letter, and three references (*will not be contacted without notice*) to Katie Brittian, Rental Coordinator, at [kbrittian@ijams.org](mailto:kbrittian@ijams.org).