

Troy Historical Society
Facilities Attendant, Part-time
Pay rate begins at: \$11.00/hour
Submit Application and Resume by July 13, 2018

NATURE OF WORK:

Facilities Attendants work under the direction of the Events Manager to monitor and assist clients who rent the [Troy Historic Village](#) for weddings, business meetings, private parties, etc., during on the day of their rental and at wedding rehearsals. The Facilities Attendant's role is to help facilitate (host) an event but not to coordinate event. This position requires primarily weekend and evening hours.

ESSENTIAL JOB FUNCTIONS (May include, but not be limited to):

- Acts as Village host for scheduled facility rentals for weddings, meetings, and other special events. He/she will provide general on-site assistance for clients and maintain a presence at the Village during non-business hours.
- Comfortable speaking to and directing large groups of people when necessary
- Duties include opening up the Village for events, set-up, possible assistance to clients during their rental period, and closing down the Village at the end of the event.

SECONDARY JOB FUNCTIONS:

- Welcomes and orients guests to the Troy Historic Village
- Completes rental or program set-up and clean-up
- Assists with check-in of program attendees
- Monitors Village supplies related to bridal events and/or other rentals and programs
- Complete paperwork for post-event analytics

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Possess outstanding verbal communication skills
- Ability to work well with people of all ages serving as a host and representative of the Village
- Comfortable working independently and capable of making decisions to help clients
- Must possess a positive attitude
- Must be able to work weekends and evenings when programs/events are scheduled

REQUIRED TRAINING AND EXPERIENCE:

High School Diploma, valid driver license, and references. Volunteer experience or similar work experience helpful.

Applications available at:
www.troyhistoricvillage.org

or

Troy Historic Village
60 W. Wattles Road
Troy MI 48098