



Friends of the North Carolina Museum of Natural Sciences

Position Title:	Museum Rentals Assistant
Reports To:	Museum Rentals Manager
Location:	Raleigh, NC / Wake County
Job Classification:	Part Time / Non-Exempt (10-20 hours per week)
Recruitment Range:	\$15-16 hourly

About Friends of the NC Museum of Natural Sciences:

The Friends of the NC Museum of Natural Sciences (Friends) is a nonprofit organization whose purpose is to support the NC Museum of Natural Sciences. All Friends activities serve the broader goal of helping the Museum illuminate the natural world and inspire its conservation.

As admission to the Museum and its satellite locations is free, Friends relies upon a combination of earned revenue (generated from the Museum Store, Café, WRAL 3D Movie Theater, special events, exhibitions, and programs), as well as contributed income (generated through Museum Membership and philanthropic support) to make possible the activities that bring our Museum to life.

Position Summary: The Museum Rentals Assistant is responsible for on-site event coordination of rental spaces within the North Carolina Museum of Natural Sciences. This role requires a customer-focused individual who ensures that all rental events run smoothly by serving as the point of contact for clients and adhering to the museum's rental policies. The Museum Rentals Assistant will provide professional, friendly service while supporting clients, addressing event-related issues, and maintaining the integrity of the museum's spaces.

Duties/Responsibilities:

- Serve as the primary on-site contact for clients during assigned rental events.
- Greet and assist clients, ensuring all event guidelines are followed as outlined in the rental contract.
- Represent the museum in a friendly, professional manner while interacting with clients, guests, and vendors.
- Monitor event logistics and troubleshoot any issues that arise during the event.
- Report any damages, incidents, or unresolved issues to the Rental Events Manager promptly.
- Accurately complete the Post-Action report to document event details for the Rental Events Manager's records.

Job Posting – Museum Rentals Assistant

Physical Requirements:

- Prolonged periods of standing and walking
- Must be able to lift and carry up to 30 pounds
- Frequent bending and reaching for merchandise
- Visual acuity to perform activities such as viewing a computer or reading.

Required Skills/Abilities:

- Excellent communication and customer service skills
- Responsible, detail-oriented, and proactive
- Friendly and professional manner
- Ability to multitask and remain resourceful under pressure
- Ability to work evening and weekend hours

Education and Experience:

- High School Diploma or GED
- 1 - 2 years of other specialized schooling preferred

Benefits:

- Eligible to participate in the Friends of the NCMNS 401k program with employer matching after a waiting period
- Friends of the NCMNS Membership & Discounts

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required for the position. All employees may have other duties assigned at any time.

Friends of the NC Museum of Natural Sciences is an Equal opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age or any other characteristic protected by law.

How to Apply: Interested candidates should submit a resume and cover letter to Friends.HR@naturalsciences.org with the subject line “Museum Rentals Assistant” Applications will be reviewed on a rolling basis until the position is filled.

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