

Employment Opportunity: Rentals Assistant

About the Delaplaine

The Delaplaine Arts Center provides the Frederick region with educational opportunities and experiences in the visual arts through classes, exhibitions, and programs. Established in 1986, the Delaplaine is a dynamic nonprofit art education facility where visitors can view more than 50 exhibitions, participate in more than 200 classes and workshops, and experience dozens of engaging programs each year, reflecting our vision that “everyone deserves art.” The Delaplaine is located in historic downtown Frederick, Maryland, adjacent to Carroll Creek Park.

About the Position

This part-time, hourly position works Sundays, 7 am–1 pm. Some scheduling flexibility is required. The position reports to the Rentals Manager.

Overview of Responsibilities

Serves as rental event liaison on Sundays:

- Sets up event hall per guidance provided by the Rentals Manager.
- Checks all areas clients will need access to (restrooms, kitchen, etc.) and clean or stock supplies as needed.
- Assist rental event hosts and attendees.
- Provide AV support as needed.
- Take down room following event, storing equipment and supplies.
- If there is no event, perform supply organization/cleaning as directed.

Requirements

The ideal candidate will live within an easy walking or commuting distance for downtown Frederick.

Required

- Must be willing to work the required Sunday schedule
- Must be able to move up to 60 lbs.
- Must be able to set up and take down multiple tables and chairs
- Must be able to climb and work comfortably on a ladder (to hang decorations, adjust lighting, etc.)
- Must be highly organized and able to work efficiently
- Must have excellent interpersonal skills and enjoy working with a people

Preferred

- Event experience

Starting Salary

\$15.50/hour

Send cover letter and resume (as a single PDF document) to artsnetwork@delaplaine.org. **No phone calls or direct emails.** Applicants who do not provide the requested materials or follow the prescribed process will not be considered. Review of applications will begin immediately. The position will remain open until the right candidate is found.

The Delaplaine is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.