

Employment Opportunity: Rental Associate

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.

The Delaplaine’s rental program hosts more than 100 organizational and contracted special events such as celebrations, receptions, and corporate gatherings in Gardiner Hall and the adjacent Event Deck each year.

About the Position

This full-time, hourly non-exempt position works 35–40 hours a week. Overtime hours are not available for this position. Shifts are a mix of daytime and evening. Weekend availability is required. The schedule is flexible but generally requires 5 days per week, including weekends. The position reports to the Rentals Manager.

Overview of Responsibilities

- Sets up event hall (including tables, chairs, décor) 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.
- Monitors Front Desk during rental events, troubleshooting and assisting renters and guests as needed.
- Provide AV support as needed.
- Ensures that renters fulfill contractual cleaning requirements following events.
- Take down room following event, storing equipment and supplies.
- If there is no event, perform supply organization/cleaning/event laundry as directed.
- Meeting with clients or communicating with clients via email and/or phone as directed.

Requirements

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

Required

- Must be willing to regularly work weekends and some evenings
- Must have reliable transportation
- High school diploma or equivalent
- 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 on a deadline
- Must be a team player and an independent worker
- Must have excellent interpersonal skills and enjoy working with people

Preferred

- Previous event management or service experience

Starting Salary

\$17.00/hour

Medical benefits are available after (3) months. This position does not include paid leave but does include some sick and safe leave. Parking stipend for the parking deck next door is available.

To Apply

Choose one:

- Send cover letter and resume (as a single PDF document) to artsnetwork@delaplaine.org.
- Complete the online application here: <https://delaplaine.org/about/employment-opportunities/job-application/>.

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.