



## **JOB DESCRIPTION FOR FACILITIES & RENTALS ASSISTANT (At-Will, Part-Time, Hourly, Non-Exempt Position)**

### ***Organization Overview:***

Founded in 1984 by a coalition of advocates for a strong artistic and cultural force in Oakland Chinatown, the Oakland Asian Cultural Center (OACC) is a community center dedicated to promoting Asian Pacific American (APA) culture, history and heritage through the arts. OACC believes that cultural arts are essential to vibrant, healthy, inclusive and equitable communities. Since opening its own facility in 1996, OACC has presented countless programs that foster cross-cultural and intergenerational dialogue and understanding, community collaborations, and social justice. To help sustain OACC's programs and operations, OACC earns revenue from renting its facilities and solicits funding from public agencies and charitable donors.

### ***Job Description***

The Facilities & Rentals Assistant (FRA) supports the Facilities & Rentals Manager ensuring that the OACC premises, equipment, and systems necessary to properly operate and rent the facilities, are serviceable and in good condition; regularly monitored and maintained; clean and safe. The assistant shall also assist in ensuring a robust and profitable rental program to help support OACC's operations and programs. The FRA is responsible for superior customer experiences. The FRA reports to the Facilities & Rentals Manager

### ***Duties and Responsibilities***

Duties include, but are not limited to:

- Assist in managing the rentals program: follow up leads for potential new bookings through face-to-face client contact, telephone contact, and tours of the facilities; generates quotes for upcoming events
- Coordinate event-related logistics with staff, clients, and vendors; inform staff of all event details; arrange pre-event logistics including load-in, set-up, and post-event load-out
- Prepare license agreements / contracts and invoices; process accounts payable and accounts receivable transactions on a daily basis
- Assist in tracking facilities and rentals income, expenses, accounts receivables and payables, deposits and deposit refunds; facilities usage and other metrics needed for accurate rental program analysis, budgeting, and preparing reports
- Assist in managing OACC's master facilities usage calendar: Coordinate rentals and programs activities and other use of the facilities
- Assist Facilities & Rentals Manager in creating annual budget and annual reports
- Respond to all incoming event inquiries in timely manner
- Perform other duties as assigned

### ***Qualification***

- Bachelor's degree is preferred. A combination of practical experience and education will be considered as an alternative.
- Experience in Events Management or similar fields a plus
- Proficient in Microsoft Office Suite, Google Suite, Knowledge of Adobe Suite, accounting, and CRM software and systems a plus

- Experienced in creating and managing budgets; financial tracking and reporting
- Customer service oriented with an outgoing, patient and professional demeanor
- Effective verbal and written communication skills
- Self-starter, great attention to detail and accuracy, analytical with ability to exercise good judgment.
- Support and implement the mission, vision, and values of the Oakland Asian Cultural Center.
- Culturally sensitive/competent to the Asian and Pacific Islander community

***Pluses:***

- Bilingual - English – Cantonese/Mandarin or an Asian language
- An interest in Asian culture and arts

***Working Conditions***

- The Facilities and Rentals Assistant is a part-time position and should expect to work 20 hours per week, occasionally working evening and weekend hours
- Position requires prolonged sitting, bending, stooping, twisting, lifting products and supplies weighing 25 pounds, and repetitive hand and wrist motion.

**Terms, Benefits, and Salary:**

*Classification:* Part-time, 20 hours per week

*Reports to* Facilities and Rentals Manager

*Benefits* Paid sick leave

To apply: Submit cover letter summarizing interest, qualifications and experience along with a current resume via email to [info@oacc.cc](mailto:info@oacc.cc) or mail to:

Oakland Asian Cultural Center  
388 Ninth Street, Suite 290  
Oakland, CA 94607

Oakland Asian Cultural Center does not discriminate against its community participants, employees or applicants based on race, color, religion, national origin, ancestry, age, mental condition, ability, veteran status, sexual orientation, or any other impermissible basis.