



RENTAL REPRESENTATIVE

Part Time | Contract Position

Organizational Background

The LSU Hilltop Arboretum is a 14-acre outdoor museum located on Highland Road, seven miles south of the LSU campus. Its mission is to provide a sanctuary where students and visitors can learn about natural systems, plants, and landscape design. Stewardship of Hilltop is shared by the LSU Robert Reich School of Landscape Architecture and the Friends of Hilltop nonprofit. Friends provides community engagement, educational programs, and fundraising to support the arboretum.

Position Overview

The Rental Representative is a part-time, contract position that supports Hilltop's facility rentals during evenings and weekends. This role serves as Hilltop's on-site point of contact for private events—welcoming renters, opening and closing facilities, and helping ensure events run smoothly from start to finish.

Hours vary seasonally and are primarily evenings and weekends. The Rental Representative works independently on-site and reports to the Business Manager.

Key Responsibilities

- Serve as Hilltop's on-site representative during private rentals and special events.
- Welcome renters and vendors and provide basic orientation to the facility.
- Open and close rental facilities according to established procedures.
- Monitor events to ensure compliance with rental agreements, including parking management, sound levels, and site use guidelines.
- Serve as a point of contact for issues that arise during rentals and communicate as needed with the Business Manager or Director.
- Ensure facilities and grounds are left secure and in good condition following each event.

Qualifications

- Reliable, punctual, and able to work independently.
- Strong communication and interpersonal skills.
- Comfortable interacting with the public in a professional and welcoming manner.
- Able to follow established procedures and respond calmly to unexpected situations.
- Comfortable working outdoors and in a natural setting during evenings and weekends.

**Preferred Experience**

- Experience in customer service, events, hospitality, facilities support, or a related role preferred.
- Well-suited for students, teachers, or others with flexible schedules.

Hours & Compensation

- Part-time, contract position.
- Hours vary seasonally; primarily evenings and weekends.
- Compensation \$15 per hour.

To Apply

If interested, please email Tara Titone, Director at taratitone@lsu.edu.