

GROUT MUSEUM DISTRICT

JOB TITLE: EVENT & SALES COORDINATOR

A. Supervised By: *Director of Marketing & Tourism*

B. Position Summary: Solicits sales and schedules and coordinates all facility rentals.

C. Essential Duties and Responsibilities:

1. Solicits new business for rentals. Works with Director of Marketing & Tourism and Executive Director to set goals and meet yearly revenue goals.
2. Schedules all facility rentals district-wide, generating contracts and showing buildings to potential renters.
3. Works with maintenance personnel and contracted vendors to discuss the needs of upcoming rentals.
4. Staffs rentals, Manages & scheduled events assistant(s) and or coordinates with Museum Assistant Manager To staff all rentals.
5. Generates invoices for rentals, when applicable.
6. Completes annual Alcohol Training Course and ensures part-time bar staff also completes course and understands all rental policies.
7. Coordinates Board of Directors monthly meetings and other meetings as requested by the Executive Director or the Director of Marketing & Tourism.
8. Works extremely closely with Office Administrator to avoid any conflicts on the master and resource calendars.
9. Does "after-event" walk-through and coordinates with Facilities Manager and maintenance staff as needed.
10. Completes Post Rental Facility Check-list w/ Custodial Staff and submits completed form to Facilities Manager, Director of Marketing & Tourism, Operations Manager & Executive Director.
11. Responsible for Linen Prep and laundry – or works with Volunteer Coordinator to recruit volunteers for this task. Also overseeing cleanliness of catering kitchen, snowden kitchen and grout conf. kitchen.
12. Enforces all Rental Policies especially receiving appropriate deposits, use of decorations and all alcohol services.
13. Works closely with Facilities Manager. Communicates facility concerns and damages, also works to assure safety for all rentals.
14. And other duties as directed by the Executive Director.

D. Marginal Duties:

1. Attends staff meetings, staff retreats and other staff committees, as assigned.
2. Completes monthly Board Reports, submits to Director of Development.
3. Responsible for all alcohol ordering for all GMD events.
4. Performs other duties as directed by Director of Marketing and Executive Director.
5. Works weekends as required.
6. Works evenings as required.

E. Minimum Requirements:

1. **Education, Experience and Training:** BA in Leisure, Youth and Human Services, Communications or Public Relations preferred; minimum formal education is an associate degree. Minimum of three years of comparable experience is desirable and may be **substituted for degree**.
2. **Physical Requirements and Demands:** This position requires a large amount of time on the telephone and computer. This position requires physical mobility for the various activities involved.
3. **Mental Demands:** This position requires the ability to multi-task; handling multiple phone calls, questions from staff while simultaneously coordinating facility rentals occurs regularly in this job. This is a very visible position in the Grout Museum District with high expectations of decorum, personal appearance and customer relations placed on the employee.

F. Work Environment: The work environment has excellent lighting and ventilation with a fairly constant temperature. There are some odors and vibrations when certain programs are conducted or exhibitions are under construction.

G. Equipment and Tools: This position requires frequent use of the telephone, copy machine, cash register, computer and fax machine. It is essential this person is proficient in Windows Office; including Word, Excel, and Outlook.