



JOB DESCRIPTION

Title: Facilities Rental Coordinator

Reports to: Development Coordinator

Status: Part-Time (Average of 20 hours/week)

Compensation: \$20 per hour

Function: Responsible for coordinating the rental program at the Mercer Museum & Fonthill Castle. Responsible for working at rental events, working closely with other Museum Staff and the Catering Staff to ensure a positive experience for clients and their guests. The Facilities Rental Coordinator will also provide assistance with sales and marketing initiatives.

Primary Work Site: The current rental season at Fonthill Castle typically runs from early April through early November. The rental season at Mercer Museum is year-round. The majority of rentals are scheduled on Friday, Saturday, and Sunday, but weekday events are possible. Weekday office hours will be scheduled throughout the year and workspace will be provided in the Development Department office.

Relationships: Facilities Rental Coordinator is directly supervised by the Development Coordinator. The staff member also works closely and cooperatively with other development personnel and the museum's exclusive caterer's sales coordinator for both sites.

Responsibilities:

Responsible to be on-site staff at all Facilities Rentals, unless a conflict arises with events booked at both sites on the same date.

During rentals, direct the museum's rental staff to ensure proper coverage for the safety of guests, museum collections, and overall site during each event.

During rentals, responsible for maintaining positive and helpful interactions with guests to answer questions about the museum and also to provide assistance as needed, ensuring a welcoming atmosphere at all times.

Coordinate with the catering staff to ensure that all logistics for an event are in place prior to the date of the event and ensure that the event runs smoothly from set up through closing.

Work closely with other Museum departments to ensure smooth operation of events by keeping staff aware of any issues that need to be addressed including procedures, training, facilities upkeep, etc.

Weekday responsibilities include, responding to incoming sales calls and email inquiries, and provide contact information to caterer.

Responsible for entering contracts for all events in Altru -- a database used to track fundraising, tickets sales, and rental income -- working with the business office to make sure all payments are received by deadlines.

Communicate with other Museum departments regarding the scheduling of events by keeping shared office calendars up to date, etc.

Assist in the training of staff working rentals in coordination with the Development Coordinator and other museum staff.

Available on Friday, Saturday and Sunday when most rentals are scheduled, in addition to weekday office hours, totaling an average of 20 hours per week.

Other duties and responsibilities as assigned.

Necessary Knowledge, Skills, and Abilities:

- Strong communication skills (oral and written)
- Understand the requirements and logistics for each event
- Strong interpersonal skills to work with museum and catering staff
- Able to handle stress and remain calm
- Focused and well-organized with multi-tasking skills
- Being able to quickly solve issues required
- Understanding of Altru database or ability to learn how to enter information.
- Ability to handle confidential or privileged information with discretion.
- Possession of a valid driver's license and needs a reliable vehicle.

Typical Physical Demands: Sitting at desk, walking, standing, climbing stairs/steps/ladders, hearing (telephone communication), seeing (computer monitors and other equipment), speaking, reaching, bending/stooping, and on occasion lifting up to 40 lbs.

Please send cover letter, resume and references to careers@mercermuseum.org