



RENTAL & SPECIAL EVENTS COORDINATOR

JOB DESCRIPTION

Job Overview

As a member of The NIC team, this position will report to the Museum Services Manager, but will support all departments as assigned. This position will be responsible for facilitating museum rentals and special events in the museum from booking through completion.

This full-time, salaried position requires flexible scheduling, including frequent evening and weekend hours. Flexibility will be given to balance time at the museum with personal time. Salary is based on experience. Benefits available after a probationary period.

Job Description

- Work in tandem with the Museum Services Manager and Development Director to staff, co-facilitate and organize rentals, special events and after hours programming.
- Work with Office Manager to ensure timely deposit for rentals and proper billing for all rented facilities and items. Ensure rental documents are completed and adhered to.
- Directly communicate with renters and event vendors to ensure a smooth rental process.
- Organize rental and event details such as vendor drop-off and pick-up times, decorator set-up and tear-down times, and payment and invoicing details.
- Prepare rental specifics ahead of time including setting up stage, microphone, podium, projectors screens, tables, chairs, etc., as needed.
- Be present at rentals and events to manage The NIC's role and/or to provide assistance to the lead organizer. Ability to delegate tasks to other Museum Services staff members and to enforce rules and regulations to rental/event attendees.
- Locate and attend strategic marketing opportunities to represent The NIC as a rental/event venue.
- Coordinate the creation and distribution of marketing collateral such as posters, flyers, signage, etc. to advertise The NIC as a rental/event venue.
- Welcome museum visitors and provide an orientation to the facility. Enthusiastically provide visitors information on all museum exhibits, programs and services.
- Open and close facility as needed. Be aware of all safety and disaster response procedures and be prepared to act in an emergency.

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Minimum Requirements

- Associates degree or higher
- Three years of customer service or retail sales experience preferably as event or catering staff
- Must be able to pass background check(s)
- Possess valid driver's license and reliable transportation
- Willingness to work early morning or late night shifts
- Physically capable of lifting and moving objects up to 30 pounds
- Ability to work at heights of up to 12 feet
- Ability to work with the public in small group and crowd settings
- Ability to do occasional work outside in both winter and summer seasons
- Ability to work well under minimal supervision with capacity to take direction
- Strong attention to detail
- Functional knowledge of Microsoft Word, Excel and standard office equipment (printer, copier, etc.)
- Experience using cash register and credit card approval machines

Cover letter and resume must be emailed to info@thenic.org for consideration. No drop-in inquiries or Facebook messages will be considered. Job posting closes when qualified applicant is identified.