



## Position Description

**Title:** Special Occasions Coordinator

**Supervisors:** Executive Director & Advancement Officer

### Position Summary:

The Special Occasions Coordinator professionally represents the museum to the public. The Coordinator showcases the museum facility and helps prospective clients plan for their special event at the museum. This part-time, hourly position coordinates all museum rentals and occasional special events. S/he helps to advertise and attract interest in rentals; coordinates logistics between museum staff, vendors and clientele; and hosts the event. Preparing contracts as well as follow up assessments and event record-keeping are key components of the work. Usually, the Coordinator enlists the assistance of other hourly workers and volunteers to help staff the event.

### Essential Duties and Responsibilities:

1. Displays the museum to potential renters.
2. Works with facility personnel to discuss and plan for the needs of upcoming rentals.
4. Generates invoices and deposit refund documents for rentals, when applicable.
5. Performs post-event building/damage assessment, communicating any concerns or damages to appropriate museum staff.
6. Conducts all post-event follow up, documentation, communication, client thank-you and evaluation.
7. Corresponds frequently with museum staff regarding scheduling.

### Minimum Requirements:

1. Education, Experience and Training: The minimum formal education is a high school diploma or GED. One to three years of comparable experience is desirable.
2. Available to work evening hours to be the onsite supervisor and a resource to rental clients during special occasions. Excellent interpersonal skills leading to stellar customer service is essential.
3. Physical Requirements and Demands: This position spends some amount of time on the telephone and computer. This position also requires physical mobility and strength to carry and set up/ remove folding tables and chairs.
4. Mental Demands: This position must be able to juggle various demands, such as multiple phone calls and questions from staff and clients.

**Work Environment:** Work may at times include lifting/ moving objects weighing up to 50 lbs. and climbing ladders and step stools. Since events may take place on the museum roof top, some activities occur outdoors. This active, hands-on working environment is dependent on a strong team orientation, a high level of personal motivation, excellent communication and public relations skills, and the ability to create a positive visitor and donor experience.

**Equipment and Tools:** This position requires frequent use of the telephone, copy machine, computer and fax machine. It is essential this person is proficient with Windows Office.