

Evelyn's Park Conservancy

Event Rental Coordinator

(Part-time with flexible hours)

*Coordinates the marketing, administration and staffing for all rental use of Park facilities. *Responsible to EPC Director.

* Requires a flexible work schedule for planning, administration and event coverage.

DUTIES AND RESPONSIBILITIES:

1. Plans and implements a vibrant and effective venue rental marketing strategy and all advertising and public relations activities to promote and increase rental business.
2. Handles all venue rental inquiries, tours, and open houses.
3. Researches and recommends appropriate vendors for Park approval.
4. Meets with all prospective renters to review dates and times, pricing, policies, vendors, staffing and other details to ensure an excellent rental experience.
5. Manages preparation of all venue rental contracts, invoicing and payment records.
6. Communicates necessary information to all vendors hired for client venue rentals, including in and out and cleanup procedures and schedules.
7. Recruits and trains part-time event rental support staff.
8. Plans for appropriate coverage and staffing to effectively and efficiently implement all venue rental events.
9. Completes a follow-up evaluation with each rental client after event.
10. Maintains complete file on each event and prepares monthly rental income and expense reports;
11. Coordinate a master calendar of EPC programs, events and rental use of spaces and grounds.
12. Report facility repair and other maintenance concerns to the Park Director.
13. Performs other duties as assigned by the Park Director related to rentals and events.

QUALIFICATIONS

1. Knowledge of business management practices and procedures.
2. Organized, focused, and attentive to details
3. Experience with meeting and event planning and implementing special events
4. Marketing and Promotion skills
5. Strong customer service relationship skills
6. Effective oral and written communications skills
7. Working knowledge of Microsoft Office (Word/Excel/PowerPoint) software programs.
8. Ability to hire train and supervise event staffers