

POSITION DESCRIPTION

Rental & Events Coordinator

Full Time, 40 hours a week, \$16 per hour

Flexible schedule required, including regular weekday office hours with some evening and weekend work required.

The Rental & Events Coordinator is responsible for meeting the established goals for rentals through coordination and implementation of a range of high caliber special events and regular museum facility rentals. This position plays a critical role in maintaining and establishing relationships with important museum stakeholders by facilitating and supporting internal and external events including birthday parties, FCMoD-hosted events, corporate rentals, receptions and weddings.

A successful candidate will have excellent customer service, communication, planning, and administrative skills with keen attention to detail and a strong sense of aesthetics, and be comfortable with outreach to current and prospective clients. Excellent organizational and problem-solving skills are a must. Event coordination requires a flexible schedule with some evenings and weekends required.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Reports to the Director of Development.
- Plan, organize, and implement a wide range of internal museum executed events – examples include fundraising events, donor cultivation events, large-scale community events, etc.
- Coordinate the use of facility and appropriate level of museum support for rentals for a wide range of private events – examples include meeting rentals, receptions, corporate parties, weddings, etc. Assure these events meet and exceed client expectations.
- Train staff and coordinate staff and resources to ensure events and rentals are fully supported in all aspects of facility usage.
- Respond to requests for information by phone, email and in person; meet with potential clients, making them aware of advantages of the Museum as a special events site while explaining the special considerations necessitated by historical works, artifacts and exhibits.
- Be able to anticipate the needs of internal and external clients.

- Become familiar with the goals, vision, and mission of FCMoD by regularly attending appropriate meetings and engaging with other museum staff to effectively coordinate schedules and support for events.
- Meet regularly and maintain open communication with those who need to be involved in the planning process and provide timely notification of necessary changes. Work cross-functionally with other Museum departments, providing special events expertise as required.
- Maintain and accurately record all rentals and events utilizing the Museum's common database and calendar system.
- Develop, complete, and maintain contracts for each facility rental; communicate and comply with museum contracts and policies
- Update and maintain a list of approved vendors for FCMoD Events and rentals. Coordinate with vendors on schedule and services for each event. Recommend appropriate vendors for Museum related events.
- Support the development of special event policies; create facility rental guides and promotional flyers for public use with Marketing Manager.
- Identify and implement strategies for securing new and repeat clients.
- Plan for the safety of visitors, staff, exhibits, collections and facilities by following and enforcing all related policies and procedures in the planning and execution of events.
- Must be available weekday evenings, Saturdays, and Sundays, to coordinate and supervise staff during prime Museum events and rentals.
- Other duties may be assigned from time to time.
- Adhere to the policies, procedures, and standards of conduct set forth by FCMoD

KNOWLEDGE, SKILLS, & ABILITIES

- Excellent project management skills and ability to meet rigorous deadlines
- Excellent written and verbal communications skills, administrative skills and high attention to detail
- Be detail-oriented, calm under pressure, and willing to both learn and teach
- Proficiency with computers, including Microsoft Office and the internet
- Ability to keep and maintain accurate records
- Ability to work in a fast-paced environment, able to analyze situations, responding quickly to deliver effective solutions
- Ability to establish and maintain effective working relationships with co-workers
- Represent FCMoD in a professional and positive manner at all times
- Ability to develop and manage external relationships

EDUCATION & EXPERIENCE

Associate degree or equivalent combination of education and experience required; plus, minimum of three years' experience in customer service, hospitality, events management or related area.

LANGUAGE SKILLS

Ability to effectively and concisely present information and respond to questions from the general public and co-workers. Ability to write reports, business correspondence, and procedural guidelines.

SUPERVISORY RESPONSIBILITIES

This position has supervisory responsibilities of museum employees, volunteers, interns, and student staff.

VALUES-BASED BEHAVIORS

- Listens attentively to others. Asks clarifying questions to gain a better understanding of the other person's views and assumptions.
- Works effectively in a team environment and actively participates in joint problem solving; willingly cooperates with co-workers.
- Identifies and takes advantage of opportunities for personal and professional development.
- Comes to meetings prepared and on time; honors work commitments; follows through on commitments; meets deadlines.
- Collaborates with other work groups and outside organizations as appropriate, in a proactive and responsive manner.
- Honors the private and confidential matters of co-workers. Protects the proprietary and confidential information of FCMoD.
- Follows rules, regulations, and policies. Positively contributes to implementing changes.



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PHYSICAL DEMANDS

While performing the duties of this job, employee is regularly required to stand, walk, and sit; extended periods of walking and moderate physical activity required. Use hands to feel and manipulate tools and materials and reach with hands and arms. Employee must frequently lift and/or move up to 50 pounds. FCMoD adheres to requirements set forth by the Americans with Disabilities Act (ADA).

CERTIFICATES, LICENSES, & REGISTRATIONS

A valid driver's license is required.

APPLICATION PROCESS

Submit electronic cover letter, resume, and three professional references to: Natalie Vazquez, nvazquez@fcmod.org. Applications will be reviewed, and selected candidates will be interviewed. Additional analysis may be conducted. Hiring is conditional upon a successful background check; additionally, a drug screening may be required.

FOR OFFICE USE UPON HIRE

I have reviewed and understand the essential functions of this job description and am able to perform each function with / without (circle one) accommodation. I further acknowledge that this job description is a general description of the duties of this position and changes in responsibilities may be required periodically by my supervisor.

Signature

Date