

Title: Site Rental Coordinator

Facility: Fort Bend Museum

Pay Scale: \$35,000 – Salary non-exempt; Full-time including benefits; Must be able to work a flexible schedule occasionally including some evenings and weekends

Supervisor: Museum Site Director, Fort Bend Museum

Position Overview:

This position is responsible for responding to client inquiries, overseeing booked events from client first contact to completion of event, administrative filings and reports, and pursuing sales opportunities to achieve annual revenue goals with expected performance and quality standards. Provide supervision of site rental events and daily operations. Includes budgetary development and compliance, personnel management, analysis, and strategic planning.

Responsibilities

1. Marketing and Sales:

- Responds promptly to client inquiries in a positive, effective and proactive manner with rental packages and contracts
- Conducts site tours with interested parties
- Collaborates with FBM Site Director and FBHA Marketing Director to update sales and marketing materials and strategies as needed; assist with sales blitzes, attend tradeshow as needed
- Ensures that website information is current and relevant
- Maintains relationships with relevant professional organizations

2. Event Implementation:

- Directly responsible for oversight of individually booked event cycle from client contact to completion:
 - a. Includes rental contract preparation;
 - b. Vendor agreement preparations;
 - c. Manages event setup and tear down;
 - d. Procurement of security;
 - e. Organizes payment schedules for clients and ensures proper execution of accounts payables and receivables;
 - f. Work events as scheduled and ensure adequate labor force, and proper financial arrangements
- Routinely assesses client satisfaction through surveys, personal interactions, or other relevant means
- Maintains inventory of tables, chairs, linens and other amenities
- Routinely assesses event staff performance to ensure that expected standards of timeliness, professionalism and excellence of presentation are upheld
- Approves event purchases and hourly labor time sheets
- Maintains cleanliness and readiness of Site Rental facilities
- Communicates with FBM Site Director as needed for Museum-related repairs/maintenance

3. Administration:

- Develops annual departmental Strategic Plan to provide direction and focus to achieve revenue goals and fully utilize all venues
- Keeps track of site rental expenses and ensures they do not exceed set budget for the year
- Researches, develops, and evaluates new event packages for all size groups and interests
- Keeps current on industry standards for pricing and market trends
- Pursues heightened cooperation with Fort Bend Museum staff to offer joint ventures
- Prepares monthly report and annual financial report to FBM Site Director
- Works effectively as member of FBM team to uphold all organizational policies and procedures, provide credible and fair leadership, and perform those duties necessary to achieve the mission of the Fort Bend History Association

4. Other:

- Books rentals in accordance with Museum's master calendar
- Keeps files neat, organized, and orderly
- Other duties as assigned by Site Director or requested by Executive Director

Knowledge, Skills, and Abilities:

- Familiar with appropriate and current computer technology
- Positive attitude, mature interpersonal style, and an out-going demeanor
- High degree of initiative, problem-solving skills, creativity, attention to detail and follow through
- Enthusiasm and appreciation for local history and historic sites
- Excellent written, verbal and organization skills; ability to coordinate multiple events simultaneously
- Ability to move up to 50 lbs., climb ladders, and walk or stand for an extended period of time

Education and Experience:

- Associate degree in hospitality or business administration with a minimum of 3 years of sales, hospitality, event/project management and administrative experience; or an equivalent combination of education and experience
- Experience working with a team of professionals in a nonprofit museum or other educational institution

Accountabilities:

1. Manage expenditures of funds within the approved budget
2. Achieve relevant Strategic Plan objectives and other priorities as assigned by the Museum Site Director
3. Prepare monthly report on Site Rental department progress and activities by 5th day of the following month
4. Create and communicate written objectives and priorities with event staff at least quarterly, and conduct annual performance appraisals