**Antique Boat Museum Job Description**

Title: **Facility Rentals Coordinator**

**Part-time, Year-Round/Based on less than 40 hrs. Per week**

**Hourly Non-Exempt**

Reports to:  **Maintenance and Operations Manager**

Job Description

Reporting directly to the Maintenance and Operations Manager (MOM), this part-time position is responsible for meeting, booking and assisting with the logistics of facility rental events including weddings, rehearsal dinners, corporate, and non-profit events to ensure a quality experience for the rental client and their guests.

Responsibilities

Meet with prospective clients and answer any of their questions regarding facility rentals including contract information and pricing; insurance requirements, and event coordination.

Responsibility for completing contractual requirements with client.

Respond to all email and phone calls from clients and vendors.

Meet with MOM and/or rental client in advance of the event to review final details of the event.

Prepare a timely facts sheet for each rental and distribute to security, ABM staff and other parties as needed.

Coordinate with Maintenance & Operations staff to ensure that rental space is clean and prepared and related equipment is in place.

Perform light maintenance and cleanup of rental spaces, as needed.

Welcome rental vendors to ABM campus, direct to their respective work area, and be a resource as needed during their time at facility.

Be a resource and liaison between facility, client, and vendors.

Attend wedding ceremony rehearsal to assist client and answer questions.

Supervise wedding ceremony to provide best client experience.

Welcome guests to facility and direct them to event space.

Prepare and post temporary event signage on campus to assist with guest experience.

Ensure guests and vendors are adhering to rental policies.

Communicate, schedule and coordinate with outside security for all facility rentals.

Coordinate with client post-event to ensure that all items and equipment are removed from facility.

Skills/Requirements

Computer skills including Microsoft office and email.

Reach, lift, carry, push, and pull for placement and setup of event support items.

Ability to lift and carry 20 pounds.

Must be able to work outdoors in all seasonal extremes.

Must be able to stand and walk for long periods of time.

Excellent customer service and positive attitude to provide the best experience for clients on their special day.

Majority of rentals occur on Saturdays but may include other days as well; 2020 rentals schedule is confirmed and can be reviewed to confirm potential employee’s availability.

**How to Apply**

E-mail resume, cover letter, and three references: Debbie Putnam deborahputnam@abm.org

Or mail to: Antique Boat Museum

Facility Rental Assistant Search

750 Mary St.

Clayton, NY 13624