

## Antique Boat Museum Job Description

Title: **Facility Rentals Coordinator**  
**Part-time, Year-Round/Based on less than 40 hrs. per week**  
**Hourly Non-Exempt; includes weekends in summer months**

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 and State alcohol requirements; and event coordination.

Responsible for completing all contractual requirements with client; accurate price quoting, and coordination of invoicing/billing with ABM Accounting Clerk.

Promptly respond to all emails and phone calls from clients and vendors.

Meet with relevant Staff Team 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 company for all facility rentals.

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

Collect feedback post-event and review areas of improvement to propose updates and additions to facility rental services and event types.

### Skills/Requirements

Excellent “people” skills and attention to detail a must. Experience in hospitality and guest services required.

Strong computer understanding and knowledge of Microsoft Office Suite required.

Proficient social media skills including Instagram and Pinterest required.

Graphic design skills including Canva experience helpful.

Ability to lift and carry 20 pounds. Reach, lift, carry, push, and pull for placement and set-up of event support items.  
Must be able to work outdoors in all seasonal extremes, and able to stand and walk for long periods of time.  
Must be able to work weekends May – October with availability to work unconventional hours.  
Must have valid driver's license.