



Annmarie Sculpture Garden & Arts Center

Operated by the Koenig Private Foundation, Inc.

13780 Dowell Road, Solomons, MD 20688

t. 410-326-4640 f. 410-326-4887 www.annmariegarden.org

RENTAL COORDINATOR

deadline to apply: September 27, 2019

Part-time position; **\$18-\$22 an hour**, depending on experience

FLEXIBLE SCHEDULE: 12- 20 hrs/week -hours will vary according to appointment and rental schedule; hours will increase as rental business expands; option to work from home

To apply: Send a cover letter, resume, and three professional references to jobs@annmariegarden.org

Annmarie Sculpture Garden & Arts Center is seeking a well-organized and customer-service oriented person to manage and expand the facility rental program of the beautiful Murray Arts Building and Sculpture Garden. The *Rental Coordinator* is responsible for ensuring that the rental program is efficiently and courteously managed, from the first contact with a potential client to the post-event paperwork. This includes communications, negotiations, and contracting with clients, coordinating with related vendors, as well as detailed coordination with Annmarie staff. The successful *Coordinator* will be able to meet or exceed revenue goals and ensure that the user experience is positive. *Coordinator* will report to the Director and expected to establish positive working relationships with all Annmarie department. *This is a great part-time job with option to work some hours from home.*

Duties and Responsibilities:

Client relations

- Serve as point of contact for all rental inquiries and field phone calls, emails, messages, and texts in timely manner.
- Develop information packets; schedule and provide facility tours with potential clients
- Work with Annmarie staff to set rental fees and improve format and readability of rental contracts and related documents
- Negotiate contracts with potential clients; presents all contracts to Director for review and approval
- Maintain all rental files and correspondences
- Maintain and periodically review/expand preferred caterer and vendor lists, with goal of ensuring qualified vendors in the community have opportunity to work at Annmarie
- Schedule and work all rental event set-up (and rehearsal) times, or ensure that the *Rental Supervisor* is scheduled
- Enforce Annmarie rental policies; provide oversight of all vendors, including equipment rental, catering, and entertainment vendors to ensure they are following stated guidelines

Coordination with Annmarie staff

- Attend staff meetings, as needed, to ensure full understanding of Annmarie facility demands and procedures
- Coordinate and communicate all rental event info with Administrative/Program/Grounds & Housekeeping staff
- Meet regularly with Exhibits staff and *Rental Supervisor* to discuss upcoming rentals
- Work closely with *Business Manager* to ensure payments and deposits are received according to contracts
- Update the master calendar in order to provide current rental event schedule and staffing information.

Marketing of rental program

- Market and sell the Annmarie rental facility program by networking, creating, and maintaining relationships with existing and potential clients.
- Work with Annmarie *Marketing Director* to publicize the rental program to prospective wedding clients, businesses, and corporations, etc.

Annmarie After Hours, Friends Holiday Party & Art Blooms

- Solicit and coordinate food donations for *After Hours Program*; work all *Annmarie After Hours* events; keep *Development Director* updated on all donations
- Solicit and coordinate food and other donations for various events, including the annual gala, *Art Blooms and the Friends Holiday Party*; work the events and coordinates all food and drink at event; keep *Development Director* updated on all donations

Education & Experience: Degree in relevant field and 3-5 years of experience, or equivalent

Special requirements: Subject to background investigation; work will include some weekend and evening activities

Physical Demands: work includes routine office tasks, as well as tasks associated with hosting a special event, including standing on feet for several hours, setting up tables and chairs, decorations, using ladder, etc.

9/4/19