

MATTATUCK MUSEUM
Waterbury, CT

JOB TITLE: Event & Rental Coordinator

REPORTS TO: Chief Experience Officer

WORKS CLOSELY WITH: Director of Security and Maintenance, Visitor Services Manager, and Director of Development

FLSA STATUS: Exempt, full-time. The position has a flexible weekly schedule to accommodate office time and staffing events/rentals on nights/weekends. The coordinator must be available to oversee early morning, night, and weekend events/rentals.

Summary: To actively facilitate the success of Museum rentals to outside individuals, organizations, and businesses. These could include (but are not limited to) corporate meetings/trainings; non-profit meetings/trainings; corporate events; weddings, commitment ceremonies, and renewal of vows; anniversary and birthday parties; baby or bridal showers; and memorial services and should earn a profit for the museum. The coordinator will also assist the development team with special events at the museum, and work with the education team to schedule the classroom and studio spaces for rental use. They will train/work with visitor services staff to gather information on rental inquiries, respond quickly to inquiries, coordinate with in-house and off-site caterers, plan set up and breakdown of each event, and staff events/rentals to ensure that they go smoothly. The position requires strong organizational and critical thinking skills. The coordinator must work well with Museum staff and the public in an active museum environment – ensuring that collections are safe while ensuring events/rentals meet the goals of the museum and renters. Must be able to efficiently accomplish multiple duties and tasks successfully.

Key Responsibilities:

- Develop and implement annual budget and revenue goals for rentals;
- Manage all inquiries, bookings, walkthroughs, and event planning pertaining to rentals;
- Work with the Finance office to execute all contracts, deposits, and invoices pertaining to rentals;
- Work directly with caterers and event planners to successfully book rentals, overseeing each event from beginning to end;
- Work with museum colleagues to ensure adequate staffing is scheduled for all rentals/events;
- Coordinate rental set up/breakdown with building staff, visitor services, and caterers/planners;
- Act as liaison between the Museum and the renter and represent the Museum in a positive and effective way;
- Be present at rentals to ensure they run smoothly and to troubleshoot any issues that arise;
- Promote/advertise availability of Museum space for rentals via website, social media, paid advertising, and rental sites, and attending rental/wedding expos;
- Keep up-to-date inventory of museum's rental property (chairs, tables, china, glassware, flatware, etc.) and make replacements/additions when/if necessary;
- Other duties as assigned.

Qualifications and Skills Preferred:

- Excellent interpersonal skills and the ability to work effectively with diverse constituents including Museum patrons; Museum staff; members of the Board of Directors, etc.;
- Able to work well independently as well as collaboratively in a team environment to meet organizational goals;

- Must be highly organized and should bring care, organization, tact, and attention to detail to every project;
- Requires problem-solving, organizational and time management skills, as well as the ability to handle multiple tasks simultaneously;
- Comfortable meeting with new people, making phone calls, utilizing email/text to ensure timely, transparent communication with renters, caterers, event planners, and vendors;
- Excellent written and verbal communication skills;
- Computer proficient with a working knowledge of the Microsoft Suite (Word, Excel, Outlook, PowerPoint); social media sites; email marketing tools; and a broad range of office-related skills and knowledge of computer hardware and software;
- Must be discreet with confidential information.

Skills to be Enhanced or Developed on the Job:

- Will learn event planning and implementation by working on fundraisers and special events;
- Learn to work within a team staff environment, supported by an enthusiastic professional staff.

Training/Supervision: Supervisor will provide work site orientation which includes layout of the building, emergency and security procedures, names and position of staff members, weekly/monthly meetings with supervisor to discuss daily events.

Annualized Salary Range: \$33,000-\$38,000 (commensurate with experience) plus 7% commission (paid quarterly) on realized net rental income.

The Museum offers a full benefits package including vacation, holidays, health insurance and 403(b) plan, as well as support for professional development to qualified employees.

To apply, please send cover letter that addresses qualifications and interest, current resume and 3 professional references to: EVENT & RENTAL COORDINATOR SEARCH, Attn: Janice Shambor, Mattatuck Museum, 144 West Main Street, Waterbury, CT 06702 or via email to Janice@mattmuseum.org. Applications will be accepted until position is filled.

Documents should be sent as attachments using Microsoft Word or PDF format, and should not exceed five (5) megabytes. No phone calls please. Only those selected for an interview will be contacted. The Mattatuck Museum is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance and professionalism, as well as to the development of a climate that supports equality and diversity.