

## **Job Description**

The Folklore Village **Rental Coordinator** is an essential position in the organization responsible for an array of duties. These include but are not limited to facility and wedding rental management and coordination, with some weekend work required. The Rental Coordinator is an integral part of a small, energetic team of staff and volunteers.

Supervisor: Folklore Village Executive Director

Hours: Varies with programming & rentals

Compensation: Dependent on skill set

Probationary Period: 4 months

## **Responsibilities**

- Assure updating and accuracy of rental information on the FV web page, on the office calendar, in current advertising methods, and in hardcopy form
- Communicate with those making rental inquiries via telephone and email, and meet with them as needed
- Develop contracts for all rentals and ensure contract information is readily available to co-workers
- Maintain updated files of all rental information in Google Drive
- Manage rental site logistics including coordinating, as needed, between outside vendors, rental parties, and other FV staff
- Assure facilities are open for and secured after rentals
- Be available on an on-call basis during rental events
- Coordinate with rest of FV staff regarding facility and supply needs for rentals. This includes, but is not limited to, communicating with custodian/groundskeeper regarding facility cleaning and/or repair/maintenance needs both before and after event; communicating with the Program Manager regarding open dates (mission-related events take priority); and with the Office Manager regarding event coordination and requirements for supplies needed for successful event rentals.
- Develop strategies for expanding our rental business
- Refresh photographs of rentals as needed on website and for promotional material

A successful candidate will be a self-starter, with experience in hospitality and in sales, and familiarity with Google Drive, Microsoft Word and Excel, and social media sites. Experience with website programs such as Wordpress is a plus.

Required:

- Reliable communication tools, including a phone where you can be reached by clients while on call
- Reliable internet access in order to perform some duties remotely
- Reliable transportation
- Must be able to lift 25 pounds
- Some weekend work