

Folklore Village Rentals & Events Coordinator

About Folklore Village

Folklore Village is a nationally recognized nonprofit cultural center that celebrates traditional arts, shared heritage, and community life. Located in rural southwest Wisconsin, Folklore Village serves as a vibrant gathering place where people of all ages come together to experience music, dance, crafts and folk traditions from around the world.

Our programs include concerts, dances, festivals, workshops, and educational initiatives that foster connection and lifelong learning. Central to our mission is the belief that culture is something we actively live and share, bringing people together in meaningful, joyful ways.

Through public events, facility rentals, and partnerships with community organizations, Folklore Village provides a welcoming and inclusive environment rooted in creativity, hospitality, and respect for cultural traditions.

Position Summary

The Rentals & Events Coordinator supports Folklore Village's facility rentals, public programs, and communications. This position is responsible for coordinating rental inquiries, tours, contracts, scheduling, client communication, and day-of-rental needs, while also assisting with the planning, promotion and execution of Folklore Village's public programs, including concerts, barn dances, school programs, festivals, and more.

This is a dynamic, community-facing role that benefits from strong organization, clear communication, and a service-oriented approach. The ideal candidate is an energetic and professional people-person who thrives on creating welcoming, well-run experiences for a diverse community.

Supervisor(s): Assistant Director and Executive Director

Hours: ~30 hours/week, including some evenings and weekends

Location: Hybrid (up to 50% remote, depending on event/rental needs)

Compensation: \$20/hour (non-exempt)

Benefits: Vacation, sick leave, and holiday pay (prorated per personnel policies)

Key Responsibilities

1. Rental Coordination and Client Support (Primary Focus)

- Respond to rental inquiries via email and phone
- Provide accurate information and guide prospective clients
- Schedule and lead site tours
- Prepare contracts and coordinate logistics with staff and office systems
- Maintain rentals calendar, schedules, and internal communication
- Promote rentals through developing basic marketing materials and conducting outreach
- Help strengthen and grow Folklore Village's rental program

Day-of rental responsibilities include:

Providing rental coverage as scheduled, including opening spaces at the contracted time, assisting clients as needed, remaining reachable during the rental period as appropriate, and closing out rentals according to agreed terms.

2. Communications and Promotion

- Assist with newsletters, announcements, and promotional emails
- Post social media content and updates
- Help distribute press releases and maintain calendar listings
- Assist with postering and outreach
- Make website and registration updates as needed

3. Program and Event Support

- Assist with planning and execution of public programs, including concerts, barn dances, Saturday Socials, festivals, senior programs and school programs
- Support event operations: check-in, volunteers, setup/breakdown, admissions
- Help ensure a welcoming and organized event experience
- Assist with basic event technology needs as trained (including sound system support)

4. General Administrative and Operational Support

- Answer phones and general inquiries as needed
- Support day-to-day coordination across programs and rentals
- Other duties as assigned

Qualifications

Required

- Strong communication and organizational skills
- Experience in event coordination, hospitality, and/or customer service
- Detail oriented, with the ability to manage complex timelines
- Proficiency with Google Workspace and basic digital tools
- Ability to work some evenings and weekends
- Reliable transportation and reasonable proximity to Folklore Village
- Willingness to learn event technology, including sound system support

Desired

- Experience with communications or marketing tools
- Experience with community programming and/or youth education
- Interest in folklife, traditional arts, or cultural programming

Physical Demands & Work Environment

This role includes a mix of office and event-based work. It requires moving between indoor/outdoor spaces, standing, lifting up to 35 lbs, and assisting with event setup. Ability to navigate the terrain of a 94 acre rural property when giving tours or assisting with events is required. Work environments vary from quiet office settings to active public events.

Equal Opportunity Employer

Folklore Village is an equal opportunity employer. We are committed to fostering an inclusive and welcoming environment and encourage applicants of all backgrounds and identities to apply.

To Apply

Submit a resume and cover letter to:

Steven Rice – director@folklorevillage.org

or by mail: 3210 County Road BB, Dodgeville, WI 53533

Position open until filled.