



City of Hopkins

Inspire, Educate, Involve, Communicate

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| Position Title: | Rental & Event Coordinator |
| Department: | Hopkins Center for the Arts |
| Supervisor: | Executive Director |
| FLSA Status: | Non-Exempt, Regular Part-Time |
| Grade: | HMEA 3 |
| Salary: | \$19.71 to \$26.49 per hour |
| Hours of Work: | 28 hours per week, typically 9:30 am to 3:00 PM |

INTRODUCTION

Reporting to the Executive Director, the Rental and Event Coordinator is responsible for planning and directing daily events of the Hopkins Center for the Arts in order to improve the efficiency and profitability of each of the Centers. Part time position up to 28 hours per week.

DUTIES & RESPONSIBILITIES

Office Management

- Manages records for the facility
- Assists patrons by providing general information and handling routine inquiries; is the “first face” of the organization to Center patrons

Coordination of Events, Rentals & Scheduling

- Working with the Executive Director, contracts rentals, striving to meet or exceed rental earned income goals
- Schedules building use of Hopkins Center for the Arts by the Centers, tenants and occasional users
- Organizes the annual Meet and Confer process, inputs the results into the scheduling software, and monitors room/amenities usage, recording changes as they occur
- Provides excellent customer service to rental customers
- On occasion, may be required to attend major rental events to support customers as directed by the Executive Director
- Maximizes facilities rental capacity
- Manages billing/accounts receivable
- Becomes proficient in using the Center’s media and sound equipment
- Attend and oversee events as deemed appropriate

Other duties as required

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in the use of personal computers (word processing, database management, scheduling software)
- Excellent verbal and written communication skills and proficiency in social media strategies

- Strong organizational skills, and ability to work on multiple projects
- Ability to work independently and within a team
- Passionate about providing an excellent customer experience and attention to detail.
- Excellent interpersonal skills and positive attitude
- Self-starter who will contribute ideas as well as diligent work to meet the Center's goals

MINIMUM EDUCATION AND EXPERIENCE

- High school diploma
- At least one year of experience in office management
- Two years of experience in event management and scheduling
- Customer service/sales experience

DESIRABLE QUALIFICATIONS

- Associates or Bachelor's degree or the equivalent (four years) combination of post-secondary education and experience.
- Experience with EMS scheduling software and/or Schedules Plus.
- At least one year of experience in rental support in municipal or other venue.