

ANCHORAGE MUSEUM

Title: Event and Facility Rental Coordinator	
Reports To: Deputy Director, Exhibitions and Program Operations	
FLSA Status: Exempt	EEO Class: Admin Support
Approved By: Museum Director/CEO	

The Anchorage Museum welcomes diversity and inclusion and recognizes all are enriched through diverse voices, viewpoints, and skillsets. The Anchorage Museum is committed to creating an anti-racist, fully inclusive organization and is an equal-opportunity employer.

Summary Position Statement

Under the general supervision of the Deputy Dir., Exhibitions and Program Operations, the Event and Facility Rental Coordinator will be directly responsible for all aspects of rentals and events at the Museum, including promoting the Museum as a venue for private, corporate, and community-partner functions. This position will implement the facility rental program and assist with Museum-organized public events, exhibitions, and programs. This position is responsible for developing and implementing facility rental policies and procedures consistent with the care of the collection and the facility and the safety of staff and visitors. Working directly with internal and external customers, this position is responsible for the day-to-day management of the Museum rental program, from contracting to production, including customer service, scheduling, coordinating staff and support services, and the dissemination of information concerning facility use and related financial management tasks.

This position will require flexibility and non-standard work hours including weekends and evenings.

Essential Functions

- Oversee functions and events held in Museum spaces
- Demonstrate a proactive, creative approach to prospecting potential rental clients
- Negotiate, implement, and oversee all contracts for Museum facility rentals
- Build relationships through development strategies to ensure return facility rental business
- Ensure external listings for rentals are accurate and up to date
- Serve as primary point of contact for all facility rental business at the Museum, from pre- to post-event
- Conduct friendly and knowledgeable facility tours
- Demonstrate acute awareness of the needs of clients, both potential and current
- Coordinate with the various departments within the Museum and communicate with staff regarding events and their potential impacts on Museum operations

- Oversee logistics for major events, including set-up and take-down and working with catering, security, exhibitions, and collections to ensure that all is in compliance with Museum policies and procedures
- Facilitate birthday parties, Polar Bazaar, overnight and other programs, as well as corporate events/retreats
- Ensure all required information is entered accurately in Museum systems, and in compliance with its admissions and membership procedures
- Assist with the organization, inventory, and maintenance of A/V equipment, in coordination with other exhibition department staff
- Work with and ensure effective communication with the facilities department and Security for A/V needs and event logistics
- Collect fees associated with the rental of the Museum's facilities
- Ensure that internal calendars for event tracking and coordination are kept up-to-date, available for preview by other staff, and distributed to designated Museum staff
- Research, develop and maintain ongoing records showing pertinent statistical information that departments can use in ascertaining their events and programs
- Foster, facilitate, and maintain open communication lines with catering vendors

Non-Essential Functions

- Assist the exhibitions and programs staff with Museum events, exhibitions, programs, and installations as needed
- Assist and lead event setup and take-down/clean-up, such as stage, chairs, linens, etc. as needed
- Coordinate access to, and events in, SEED Lab as needed
- Facilitate installation and coordination of floor protection, wayfinding, and temporary partitions during Museum events and programs
- Engage with local vendors
- Order, stock, and replenish all paper goods associated with Museum events and programs
- Keep Museum staff aware of customer concerns and needs
- Assist with routine maintenance and tasks in the Live Animal Collection area, on an as-needed basis - proper training will be provided
- Perform other duties as assigned

Knowledge/Skills/Qualifications

- Excellent customer service skills
- Ability to manage complex calendars and events and to thrive in a fast-paced environment
- Experience and familiarity with a wide range of Audio-Visual equipment and technology, including but not limited to mobile PA systems, microphones, speaker setup, cord management, monitors and projectors, and mixing boards
- Ability to operate basic hand tools, such screw guns, stud finders, and small power tools

- Ability to coordinate and organize activities and projects
- Ability to operate scissor lift, and work from high places
- Must be detail oriented, able to multi-task, and adapt to changing priorities
- Must have strong professional communication skills
- Must be self-motivated and able to work with minimal supervision

Qualifications

- High-school diploma or equivalent required
- Two years' trade or vocational training preferred
- Two years' experience in project management or coordination
- Two-years' experience providing positive customer service
- Must be proficient in the Microsoft or related software suite of products
- Proficient with Apple/Mac equipment and software
- Must be flexible and readily adjust to changing work schedules and or priorities

Employee Expectations

As an AM employee, the incumbent is expected to model the following traits:

- Foster and maintain open communication and collaboration and actively engage in the exchange of ideas and maintaining constructive relationships
- Initiative and creativity in all aspects of the position
- Lead by example by maintaining a high standard of professional ethics and conduct
- Treat everyone with dignity and respect
- Support and uphold the policies, procedures of the AM

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is regularly required to stand, walk, and frequently required to stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 50 pounds. Employee will be required to occasionally work from high places and use ladders and operate man lifts in the completion of assignments. Will be exposed to paint fumes, dirt, dust, and household cleaning chemicals and will be required to utilize appropriate personal protective equipment. Specific vision abilities required by this job include close vision, and ability to

adjust focus. The employee will occasionally be required to work outside during inclement weather to temperatures down to -10 below zero, Fahrenheit.

Employees in this position are required to maintain a professional appearance and be willing to wear uniforms/work shirts.

Work Environment

The work environment characteristics described here are typical of a commercial maintenance environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.