



*The Braddock Carnegie Library Association's mission is to provide reliable access to resources that engage compassionate and creative neighbors for the community it serves.*

<b>Job Description:</b>	<b>Rental &amp; Events Coordinator</b>
<b>Employee Classification:</b>	<b>Exempt</b>
<b>Reports to:</b>	<b>Executive Director</b>
<b>Wage Rate:</b>	<b>Negotiable; full time</b>

**SUMMARY:**

The Rental & Events Coordinator is responsible for coordinating all events taking place in the BCLA rental areas (Music Hall, gymnasium, meeting rooms, etc.), overseeing all activities and acting as point of contact between internal and external clients for all bookings; hiring staff as needed; supporting and executing special event-related initiatives for the BCLA which generate revenue through use of our space; managing financials related to bookings and events; and managing dates on the booking calendar, follow up with clients, contract compliance, and reaching out to prospective clients.

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

**Booking**

- Promote, manage, and book revenue-generating business; work with booking agencies at the direction of the Executive Director
- Collaborate with BCLA staff for overall booking strategy, policies, pricing, and calendar optimization for performances and special events.
- Work with rental clients to ensure the logistics and needs of the event are mapped out beforehand
- Maintain and distribute venue calendars
- Track all space requests and enter into booking calendar; track and follow up to ensure event insurance certificates, contracts and deposits are received in a timely manner from renters.
- Develop and maintain a database of prospects. Collaborate with [Program Manager] and other relevant BCLA staff in cultivating relationships and developing rental opportunities for current partners and additional rental clients.
- Maintain strong relationship and communication with clients during the coordination, execution, final payment and evaluation stages of services

**Financial**

- Manage payroll for their staff for submission to the finance department.
- Maintain rental files including settlement, marketing packets, insurance, contracts, etc.
- Work with BCLA management on developing appropriate fee schedule based on real costs.

**Staffing, Facility**

- Understand all operational capabilities of each space
- The Rental & Events Coordinator is responsible for all event-related personnel and equipment: hire, train, schedule, and supervise in-house staff such as ushers, bartenders, sound and lighting technicians, box office employees, maintenance personnel, and security. Training on lighting set up, soundboard and other theatrical equipment will be provided and a general knowledge of use will be expected going forward.
- Monitor the safety and cleanliness of the rental facility.
- Ensure proper maintenance of in-house gear and equipment.
- Stay current on industry trends involving event planning and special events.



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### **Other duties**

- Attend programming meetings or other meetings as appropriate.
- Assist with managing internal event communication and reporting.
- Communicate with BCLA management team, as well as renters, promoters, agents, and managers in a professional and respectable manner.
- Develop list of preferred vendors.
- Act as liaison with booking, event operations, marketing, and food and beverage partners to maximize opportunities.
- Utilize all available marketing assets to generate leads and sales.
- Perform other duties as assigned.

### **QUALIFICATIONS AND SKILLS:**

Bachelor's Degree and two years of professional experience related to event planning; or any equivalent combination of education, training and experience.

#### **Preferred Qualifications**

- Five years of highly responsible and varied office administration or business management experience; or any equivalent combination of experience, education, and training.
- Ability to effectively communicate both verbally and in writing.
- Ability to work both independently and in a team environment and thrive under pressure in a fast-paced work environment with multiple projects and deadlines.
- Must be available to work all events, including evenings, weekends, holidays.
- Ability to take constructive criticism.
- Demonstrated event management skills.
- Excellent customer service skills.
- Ability to establish and maintain effective working relationships.
- Knowledge of safety and security precautions appropriate to work performed.
- Demonstrated skill in computer use and related software programs.
- Experience with theatrical, sound, and lighting equipment desired but not 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is frequently required to use hands to finger, handle or feel objects, equipment, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.



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**WORK ENVIRONMENT:**

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

The noise level in the work environment varies from quiet to very noisy.