



Job Announcement:
Venue Rental and Outreach Coordinator

Overview

The Ward Foundation, Inc., seeks a successful and enthusiastic Venue Rental and Outreach Coordinator to manage event rentals at the Ward Museum (75%), and to conduct community outreach on behalf of the Ward Museum (25%). Responsibilities include providing outstanding customer service and helping to organize memorable events, as well as acting as a public face of the Ward Museum at community events and gatherings, helping to promote the Museum and engage the regional public in Museum offerings.

Responsibilities

- Manage Ward Museum venue rentals—including booking events and organizing all event-related details with clients or their representatives (e.g., caterers)
- Work with Ward Museum facilities staff to organize event logistics, and specify any additional staff requirements and coordinate their activities
- Cooperate with the marketing and communications team to promote Ward Museum venue rentals and increase rental revenue
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day—including but not limited to computer, sound, and other IT issues
- Conduct event evaluations and periodically report on outcomes
- Research market trends, identify event opportunities, and generate interest in Ward Museum venue rentals
- Represent the Ward Museum at public events and outreach opportunities

Requirements

- Bachelor's degree in Event Management or related field, OR equivalent professional experience
- Minimum two years' experience working as an events planner or booking coordinator
- Portfolio of previously managed events (e.g., weddings, meetings, parties, corporate events)
- Excellent time management and communication skills
- Sales skills and ability to build productive business relationships
- Ability to manage multiple projects independently
- MS Office proficiency, and ability to troubleshoot relevant IT issues (e.g., sound system malfunction)
- Must be willing to work on a flexible and changing schedule, including evenings and weekends
- Must possess a valid driver's license

Reporting

The Venue Rental and Outreach Coordinator reports to the Facilities Director, with additional supervision by the Deputy Director. The successful candidate may also oversee interns from Salisbury University from time to time.

Compensation:

Salary commensurate with experience. Employer sponsored benefits available, including but not limited to health and life insurance, and retirement savings.

How to Apply:

Please send your resume with cover letter to wardadmin@salisbury.edu with the subject line "Venue Rental and Outreach Coordinator: [your last name]"

Application review will begin October 29, 2019. Position open until filled.

To learn more about the Ward Museum please visit us online at www.wardmuseum.org or @WardMuseum on social media.

The Ward Foundation, Inc. is the nonprofit organization that runs the Ward Museum of Wildfowl Art, Salisbury University. The Ward Foundation is committed to creating an inclusive environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, disability, age, or veteran status.