



Title: Facilities Rental Coordinator

Department: Finance

Status: Non-exempt Part Time

Supervisor: Director of Finance

Salary: \$20.80/hour, 20 hours a week

Position Purpose:

This position coordinates the venue and residential rentals of MNA properties to generate earned income and foster good community relationships.

This position will handle the operations, pricing, and bookings, for a variety of locations on the Museum of Northern Arizona campus. You would be required to create venue pricing packages, secure bookings, liaise with external event managers and clients and coordinate the logistics of the events. This position is also the point of contact at MNA for our long-term property rentals.

Major Tasks and Responsibilities:

- Prepare venue rental packages and pricing options and negotiate with clients.
- Be able to anticipate all logistics and requirements for events.
- Assist in the coordination of rental equipment and furniture if needed.
- Liaise with catering services regarding museum requirements at venues.
- Supervise the operations of events and tend to any incidents or questions that arise.
- Communicate and enforce all security regulations and protocols and provide information regarding required licensing.
- Show exceptional organizational and interpersonal skills and ensure the venue generates a profit for the museum.
- Ensure invoiced payments and deposits are tracked and recorded properly.
- Responsible for communicating maintenance and repair needs of the venue grounds and facilities to the Head of Facilities.
- Ensure that the venue and facilities are clean and organized prior to events.
- Provide operational support to the planning, set-up and tear-down of booked events.
- Ensure the customer has a positive experience.
- Point of contact for long term property rentals on MNA Campus for realtor and tenants.

Key Relationships:

- This position will report to the Director of Finance.
- Provide excellent customer service to clients and MNA tenants.
- Liaise with external realtor regarding residential rentals.
- Will have a close working relationship with the Facilities Department.
- Will work directly with the Visitor Experience team to reserve venue spots on campus.



- Work with Marketing Specialist to create promotional materials.
- Will work with assigned staff to ensure events run smoothly and ensure client satisfaction.
- Coordinates with Real Estate Agent for long term property rentals.

Education / Experience and Other Requirements:

- High school diploma or GED.
- A minimum of 2 years' experience as a venue or event manager preferred.
- Organizational skills, attention to detail and time management skills are required.
- Excellent promotional ability and knowledge of marketing channels and techniques.

Abilities, Skills and Knowledge:

- Must demonstrate excellent problem-solving abilities and strong leadership skills.
- Ability to multitask and remain calm in stressful situations. Demonstrate tact, discretion, and resourcefulness.
- Successful candidates have a strong sense of hospitality, enjoy working with the public, team-oriented, and have a sincere connection with the mission of the Museum.
- Excellent customer service skills.
- Computer skills are essential.

Working conditions:

This position is part-time, and you must have the ability to work some evenings, weekends, and holidays.

To apply:

Send a cover letter and resume to Jill Thomas at employment@musnaz.org. Email is the preferred method of application submission. If you have any questions, please call Jill at 928-774-5211, ext 203.

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