

Event & Rental Coordinator Position Description

The Aldo Leopold Nature Center (ALNC), a non-profit organization with locations in Monona and Black Earth, Wisconsin, seeks an energetic, part-time Event & Rental Coordinator to coordinate rental programs and events. ALNC provides outdoor and environmental education programs to schools, families and community members, and hosts weddings, corporate retreats, private parties, special events, and meetings at its two campuses in Monona and Black Earth. The Event and Rental Coordinator is responsible for planning, coordinating and overseeing the execution of all events. Approximately 75% of all rentals are weddings at Monona with the remaining 25% being corporate parties, special events, family rentals and retreats at both locations. Responsibilities include promotion, booking and contract administration of rentals, management of ALNC rental staff, vendor coordination and onsite coordination of rentals as needed.

To find out more about the Aldo Leopold Nature Center or the rental program, please visit aldoleopoldnaturecenter.org

Time Commitment:

The Event & Rental Coordinator is a part-time, 20 hours a week position. Hours include Saturdays and Sundays (mainly 10:00AM-2:00PM with some flexibility based on the events calendar), plus additional flextime during the week which may include some evening hours.

Responsibilities:

Reporting to the Director of Marketing & Community Engagement, this position will coordinate a variety of tasks relating to facility rentals that include:

- Responding to rental inquiries in a timely, effective and proactive manner
- Scheduling and providing venue tours at both the Monona and Black Earth campuses (tours are offered at Monona during open weekend hours and arranged with the Event & Rental Coordinator upon request. Black Earth tours are generally offered once a month upon request)
- Following up with interested renters to book rentals
- Renter and vendor contract and document administration
- Providing one-on-one coordination meetings with renters prior to their rental (varies according to rental package)
- Creating any custom content for renters including slideshows, playlists in the exhibit areas and more
- Working with the Facility and Grounds Manager and Black Earth Caretaker to ensure both facilities are in good condition and stocked with necessary supplies
- Scheduling and managing rental staff and Black Earth Caretaker
- Coordinating weekend logistics and communicating with all ALNC weekend staff (including exhibit staff, rental staff and education staff) during open weekend hours
- Assisting rental staff during set-up/clean-up as needed (typically 1 hour on Saturday or Sunday during the 10 am – 2 pm working hours; please note all renters are responsible for leaving the facility in the same condition as they found upon arrival)
- Maintaining relationships with vendors and coordinating as needed
- Working in conjunction with the Director of Marketing & Community Engagement to promote the rental program
- Serving on-call for rentals in rotation with other admin staff
- Working with rental staff to ensure all contractual agreements are met by both parties and that ALNC policies and procedures are followed
- Turning on/off and trouble-shooting exhibits as needed

Qualifications:

- Ideal candidate will be responsible, detail-oriented, proactive and have the ability to represent the Nature Center in a friendly and enthusiastic manner
- 2 years of professional event and/or wedding planning and coordination experience including rental/event and vendor contract administration
- 1 + years experience supervising and managing rental staff
- Excellent communication and customer service skills
- Experience operating and troubleshooting basic audio/visual equipment
- Background or interest in environmental education or related field preferred
- Ability to accurately multitask under pressure with attention to detail
- Flexibility, the ability to problem solve, and a sense of humor a must
- Ability to lift 40 lbs

Compensation:

\$15.00/hour

To Apply:

Send cover letter, resume and list of 3 professional references to:

Camille Zanoni, Director of Advancement
Aldo Leopold Nature Center
330 Femrite Drive, Monona WI 53716

Email applications are encouraged at czanoni@naturenet.com

Application deadline: December 10, 2014