

Conference Services Associate



INCUMBENT: Vacant
REPORTS TO: Conference Services Coordinator
LOCATION: Bowling Green, KY
STATUS: Part-time, Hourly
DATE: Open Until Filled

DESCRIPTION

The Conference Services Associate assists with event coordination duties for rental events at the National Corvette Museum. This position provides hands-on support to maintain rental event run-of-show and to ensure rental events are executed successfully. In addition, this position maintains bar inventory and ordering.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Show rental spaces to potential clients.
- Assist with coordinating logistics of facility rental events including timelines, schedules, and event set-up and clean-up.
- Provide hands on support at events and be a friendly face for guests, answering any questions they may have.
- Provide audio visual support to customers using Museum's equipment.
- Maintain bar inventory for the events & facility rental department including ordering, pricing, and ensuring invoices accurate and paid.
- Maintain linen orders.
- Work night and weekend events as needed (holidays may be required if venue is booked).
- Schedule bartenders for rental events.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- High School Diploma or equivalent required.
- Bachelor's degree preferred, or equivalent combination of education and experience.
- Active alcohol certification preferred or willingness to obtain upon hire.

QUALIFICATIONS

- Must be able to provide prompt and courteous customer service in person and over the phone.
- Ability to stay organized and multi-task in a professional and efficient manner.
- Ability to read and perform basic math skills.
- Ability to operate a point of sale system efficiently and accurately.
- Proficiency in spreadsheets and databases.
- Ability to prioritize multiple tasks and function in a team environment.
- Strong work ethic and unquestioned personal and professional integrity.

- High level of commitment to team and company values.
- Strong attention to detail, establishing priorities, and following instructions.
- Hands-on, energetic, forward thinking, and creative with high standards and professional image and demeanor.
- Well-organized, detail oriented, and customer service oriented with the ability to identify and resolve problems.
- Knowledge of audio-visual equipment, set-up and operations including basic skills in the fields of audio and video including but not limited to mixing equipment, microphones, projectors, and video recorders.
- Flexibility to accommodate a changing work schedule and/or business needs.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended periods of time.
- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 50 lbs. on a regular basis.
- Ability to setup and take down tables and chairs on a regular basis.
- Ability to work indoors and outdoors in various weather conditions and temperatures.
- Ability to operate computer and other equipment in the office.
- Must have sufficient mobility to move around the Museum and the community.