

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



Job Posting: NCM Conference Services Associate

Job Description: The NCM 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.

Roles and Responsibilities

- Respond to inquiries regarding rental options and show available 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.

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.

Education and Experience Requirements

- 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.

Organization Summary

The mission of the National Corvette Museum is to celebrate the Corvette's invention and preserve the legendary automobile's past, present, and future. The museum will serve as an educational and research model for all to enjoy.

Comments:

Interested candidates can forward a resume to hr@corvettemuseum.org with Conference Services Coordinator in the subject line, stop by the Museum to complete an application or complete an online application at <https://www.corvettemuseum.org/employment>.