

Facility Rental Associate



INCUMBENT: Vacant
REPORTS TO: Sr. Sales Manager, Facility Rentals
LOCATION: Bowling Green, KY
STATUS: Full-time, Non-exempt
DATE: Open Until Filled

DESCRIPTION

The NCM Facility Rentals 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

- Assist with coordinating logistics of facility rental events including timelines, schedules, and event set-up and clean-up.
- Actively engage customers to establish event details and customer needs.
- Provide thorough event summaries to allow accurate billing and customer follow-up.
- Maintain and update rental calendar through the use of third-party software.
- Act as liaison with internal departments for internal meetings and bookings.
- 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 the Museum's equipment.
- Maintain bar inventory for the events & venue 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 is required.
- One year of supervisory experience is preferred.
- Prior related work experience is preferred.

QUALIFICATIONS

- Be a well-organized and self-directed individual who is a team player.
- Demonstrate the ability to initiate the completion of daily tasks.
- Ability to multi-task and pay strong attention to detail.
- Intermediate knowledge of equipment operation and maintenance.
- Demonstrated technical and professional skills in job-related areas.
- Ability to follow safety procedures at all times.
- Ability to calculate basic math.
- Ability and availability to work any shift when needed.

- Ability to complete multiple tasks and high volume of work on deadline.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended periods.
- Ability to function in physical positions such as standing, stooping, bending, turning, twisting walking, kneeling, squatting, and climbing ladders.
- Ability to lift and carry up to 50 lbs. on a regular basis.
- Ability to work indoors and outdoors in various weather conditions and temperatures.
- Must have sufficient mobility to move around the office and the community.