

RENTAL AND EVENTS MANAGER

Warren County History Museum



Job Description:

The Warren County History Museum is seeking an enthusiastic new team member to assist the museum's director with the oversight and planning of the museum's rental, programming, and event schedules. The Rental and Events Manager will be a vital part of our team and work directly with the public in order to grow the museum, improve public outreach, and improve community engagement through rentals, monthly programs, and yearly events.

Responsibilities:

The Rental and Events Manager will be in charge of managing the Warren County History Museum's rentals, monthly programs, and annual events such as the Great Nicola Magic Festival. The employee will be responsible for communicating with renters, creating and updating rental lists, handling contracts and payments, and staffing the rentals.

The employee will also manage the booking, scheduling, and communication with lecturers, performers, and entertainers for our monthly history-based programs and keep track of these programs and their performers through the museum's database.

The employee will be responsible for planning and executing annual programs such as the Great Nicola Magic Festival, as well as suggesting new events (Halloween event, Christmas event, etc.) to be held on a yearly basis. These responsibilities will include scheduling and running meetings with event committees, contacting performers, vendors, and lecturers, and managing the event committees and their responsibilities.

Requirements:

The position requires a candidate who

- Has a flexible schedule and can work on Saturdays (and occasional Sundays and weeknights)

- Has experience planning events and programs
- Has exceptional people skills
- Has a high school diploma (bachelor's degree in an applicable field is preferred)
- Has experience using Microsoft Office

Spanish speakers are encouraged to apply.

Schedule:

This position requires flexibility in scheduling, as rental and event schedules vary. Hours will vary, but will typically be 15-20 hours per week.

The position will require the employee to work Saturdays as well as hold a flexible schedule that allows for work on weeknights and weekends as well. The position's schedule will be decided upon by the candidate and the museum director.

Compensation:

Compensation is based on experience.

How to Apply:

Send cover letter, CV, and contact information for three references to the museum director at Director@WCHistoryMuseum.com.



The Warren County History Museum does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.