



TITLE: RENTAL COORDINATOR
REPORT TO: DIRECTOR OF OPERATIONS AND RENTALS
STATUS: FULL TIME-EXEMPT

El Museo del Barrio, founded by a coalition of Puerto Rican educators, artists, and activists, is the nation's leading Latino and Latin American cultural institution. The Museum welcomes visitors of all backgrounds to discover the artistic landscape of these communities through its extensive Permanent Collection, varied exhibitions and publications, bilingual public programs, educational activities, festivals, and special events.

OVERALL RESPONSIBILITIES

The Rental Coordinator will handle the phones, meet and greet rental clients, as well as provide routine clerical support to the Director of Operations and Rentals in the areas of word processing, filing, correspondence and scheduling. Professional business attire and a clear, pleasant phone manner are essential.

PRIMARY RESPONSIBILITIES

- Receiving callers professionally and promptly, determining nature of business then directing calls. Greeting, announcing, and directing visitors.
- Responding to rental inquires in a timely, effective, and proactive manner.
- Following up with interested renters to book rentals.
- Researching potential new renters via internet and/or cold calling.
- Scheduling and providing venue tours.
- Providing one-on-one coordination meetings with renters prior to their rental.
- Displaying a positive, professional image. Maintaining a clean, presentable office environment.
- Filing, faxing, typing, scanning and general organizing of incoming and outgoing correspondence as needed.
- Create and modify documents using Microsoft Office, Excel, etc.
- Typing memos, correspondence, reports, and other documents as needed. Photocopying, collating, and sorting of documents as needed.
- Coordinate and maintain records of staff.
- Setup and Coordinate Meeting and Conferences.
- Liaison to Building Management and tenants. Inform appropriate personnel of El Museo events and needs.
- Support Staff with assigned projects.
- Assisting with Special Events Preparation, Setup, and Clean Up as needed.
- Help manage the Event Pro Calendar and Outlook Calendar.
- Data Entry: Keeping Track of Operations Department Budget on an Excel Document, Rental Attendance, payment tracking, etc.
- Managing, supervising, and executing events.
- Creating and maintaining run of shows, event materials, calendar and recaps for every event.

QUALIFICATIONS

- 1-2 Year Experience in Rentals and/or Event Planning Preferred.
- 1-2 Year Experience in theater programming.
- Experience operating and troubleshooting basic audio/visual equipment.
- Courteous and pleasant telephone manner with bilingual Spanish/English capability.
- Strong interpersonal skills with the ability to communicate effectively orally and in writing and provide courteous service to co-workers, volunteers, and the general public in a professional businesslike manner.
- Ability to lift up to 40 pounds.
- Able to deal with diverse individuals, solve problems in a positive manner, and communicate information in an engaging manner. Must be able to grasp situations, have good judgment and be able to seek good advice to make necessary decisions.
- Ability to prioritize and multitask and follow-through reliably on assigned projects. Must be able to work with relatively high levels of background noise at times and with frequent interruptions.
- Extremely dependable with the ability to handle confidential information with a professional attitude.
- Always demonstrate commitment and flexibility in order to ensure high quality service. Willingness to learn and apply new skills.
- Computer literate, Internet savvy, and experience using Microsoft Windows and Microsoft Office products including Word, Excel, and Outlook.
- Must be able to work well independently and as a part of a team.
- Must be available nights, weekends and holidays when needed.

APPLICATION INSTRUCTIONS

Please send a cover letter, resume, to jobs@elmuseo.org, with Rental Coordinator in the subject line. No phone calls, please.

El Museo values diversity in backgrounds and in experiences. El Museo's commitment to a diverse workforce has been a key to our success. In accordance with that commitment, El Museo provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, predisposing genetic information, gender identity and/or expression, military, or veteran status in accordance with applicable federal, state and/or local laws. El Museo values a diverse workplace and encourages those members of the El Museo community to apply to this posting. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, transfer, leaves of absence, compensation, and training.