

YORK COUNTY HISTORY CENTER
Position Description

Position Title:	Rentals Coordinator
Primary Location:	Historical Society Building
Status:	Part-time (15-18 hrs./week), non-exempt
Supervisor:	Chief Financial Officer

Summary:

This position is primarily responsible for attracting, contracting and coordinating rental events at three primary York County History Center sites. Ability to market and secure rental opportunities from businesses, families and the community is essential. Successful individuals will orchestrate all rental details including contracting, securing staff support, and confirming details for all parties. Additionally, the position must communicate with vendors to ensure museum practices and policies are followed. Periodically may be asked to assist with school or group tours.

Primary Duties:

Marketing and pre-rental:

- Works closely with the Director of Public Relations and Marketing to advertise rentals program in appropriate publications, electronic media and other outlets.
- Manages master rentals and program calendar for the History Center
- Follows up all potential rentals with a phone call or meeting
- Tracks sources of leads and conversion numbers (leads to committed rentals)

Contracting

- Coordinates all details within the final rentals contract.
- Secures deposit and payments
- Communicates rentals income details with CFO

Rental Management/logistics

- Coordinates staff support for rentals and communicates detailed information to appropriate departments.
- Works closely with facilities to coordinate logistics
- Ensures details are carried out for rentals by appropriate staff

Catering and Vendor Relationships

- Reaches out to caterers and other entities to build ongoing relationships with providers
- Ensures caterers sign the annual catering agreement and secure insurance information

Qualifications: Skills necessary to perform the position include attention to detail, organized, exceptional communication skills and abilities to build relationships. Must be skilled in the use of Microsoft Office. The ability to work within a dynamic environment and work flexible hours to meet rental requirements is needed. A two or four-year post-secondary degree is highly preferable. A valid PA driver's license is required.