

YORK COUNTY HISTORY CENTER

Position Description

Position Title:	Special Events and Rentals Coordinator
Primary Location:	History Center Museum
Status:	Part-time, Non-Exempt
Supervisor:	VP of Visitor Engagement

Summary:

The Special Events and Rentals Coordinator is responsible for supporting York County History Center's earned income and fundraising activities. Working within Advancement and Visitor Engagement departments, this position is charged with managing all logistical operations related to our Signature events as well as coordinating corporate and individual rentals of History Center facilities.

Responsibilities:

Event Logistics for Signature Fundraisers

- Manage on-site logistics of annual fundraising events including setup, catering, audio-visual equipment, and staffing
- Generate event work plans and monitor progress to ensure deadlines are met
- Vendor Management: Develop relationships with vendors such as caterers, rental companies, and entertainment providers
- Volunteer Management: Serve as POC with volunteer logistics committees for two signature events (A Date With History, Oyster Festival)
- Track event expenses to stay within budgets
- Coordinate all day-of event logistics including set up and tear down, maintaining contacts with vendors and deliveries
- Assist Advancement staff with event logistics for all department events, including member and donor receptions

Museum Rentals

- Responsible for managing the master rental calendar
- Responds and filters all incoming rental inquiries, including WeddingWire, The Knot and YCHC website
- Creates and manages contracts and payments with rental clients and coordinates with Finance to ensure proper reporting.
- Schedules walkthroughs and meetings with clients and vendors as needed throughout their rental process
- Communicates internally regarding rental needs, works with other departments to ensure organizational goals are met
- Proactively anticipate the needs of internal and external clients
- Ensure the safety of visitors, staff, exhibits, collections and facilities by following and enforcing all related policies and procedures in the planning and execution of events

Other: Performing other duties as required

Qualifications:

- Experience with rental events or related hospitality industry preferred
- Exceptional project management skills

- Detail-oriented and able to remain calm under pressure
- Ability to work independently and within a team environment
- Exceptional written and verbal communication skills
- Be reliable, flexible and personable
- Ability to juggle several active projects at the same time

Please send cover letter and resume to: Terri Altland, Vice President of Visitor Engagement,
York County History Center, 121 N Pershing Ave, York, PA 17401 or email
taltland@yorkhistorycenter.org