

Event & Facility Coordinator Position Description

The Aldo Leopold Nature Center seeks qualified applicants for a part-time Event & Facility Coordinator position to manage onsite facility rentals and associated facility and administrative tasks for private events.

Time Commitment:

The Event & Facility Coordinator is a part-time position with hours ranging from 10-30 hours per month primarily during nights and weekends. Typically this position will work event shifts from 9 am – 11 am or 4 pm – Midnight.

Responsibilities:

Reporting to the Manager of Marketing & Audience Development, this position will fulfill a variety of tasks relating to facility rentals which may include:

- Assisting renters with basic set up and take down for events (tables, chairs, etc.)
- Conducting pre and post-rental building inspections
- Coordinating with vendors during events as required
- Supervising during rentals to ensure ALNC policies and procedures are followed
- Cleaning up after rentals as needed (renters are responsible for leaving the facility in the same condition as they found upon arrival)
- Turning on/off and trouble-shooting exhibits
- Crisis management if necessary
- During rentals when not needed to assist renters, the position will be responsible for administrative duties during such as filing, data entry, etc.

Qualifications:

- Ideal candidate will be responsible, proactive and have the ability to represent the Nature Center in a friendly and enthusiastic manner.
- Excellent communications skills and customer service experience.
- Experience or ability to learn to operate basic audio/visual equipment.
- Background or interest in environmental education or related field preferred.
- Ability to accurately multitask under pressure with attention to detail.
- Working knowledge of basic maintenance tasks.
- Event management and a/v experience preferred.
- Standard First Aid and Adult/Child CPR certifications preferred.
- Flexibility, the ability to problem solve, and a sense of humor a must.
- Ability to lift 40 lbs.

Compensation:

Pay is determined at the time of hire and is dependent upon background and experience.

To Apply:

Send cover letter, resume and list of 3 references to:

Alanna Medearis, Manager of Marketing and Audience Development

Aldo Leopold Nature Center

330 Femrite Drive, Monona WI 53716

Email applications are encouraged at alanna@naturenet.com

Application materials are accepted until May 1, 2013. The anticipated start date for the position is mid-May.