



JOB DESCRIPTION

Rentals and Education Coordinator

Reports to: Community Outreach and Education Manager

Status: Full time, Non-Exempt

Mission and Description of the Metal Museum

The Metal Museum is the only museum of its kind in the country dedicated to preserving, promoting, and advancing the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections, studio practice, and community education and engagement. The permanent collection and exhibition program reflects a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry, and architectural elements. With its unique focus on artwork and fine crafts made in metal, the Metal Museum helps initiate and promote dialogue and understanding of the field and its relevance in our modern culture.

Purpose

To serve as the primary point person for the Museum's rentals program and assist the Education and Outreach department as needed. Energy, enthusiasm, and a collaborative demeanor are all required for this position.

Essential Functions and Responsibilities

Rentals 70%:

- Promote and schedule all Metal Museum facilities rentals
- Answer phone calls, emails, and conduct site visits with prospective rentals clients, communicating Museum guidelines for utilizing event space and advising on services available from independent contractors necessary for events
- Maintain rentals social media accounts in accordance with the Marketing Team
- Prepare event checklists to coordinate supportive services required by clients before and after events
- Update and assemble rental packets, collaborating with marketing team as needed
- Maintain accurate, organized, and confidential records of contracts, payments, and client information
- Assure the safety of visitors, staff, works of art, and facilities by following and enforcing all operational policies and procedures in the planning and execution of events
- Develop and maintain relationships with vendors. This includes recruiting and retaining new vendors in correspondence with the Metal Museums DEI (diversity, equity, and inclusion) objectives
- Serve as Museum's primary representative for events and assign other staff to be present during events
- Serve as Museum liaison to rental partner, Mahaffey Event & Tent Rentals, and as primary point of contact for Museum preferred and prospective vendors
- Administer contracts with contractual service providers and, as necessary, represent the Museum in resolving problems encountered by clients
- Develop strategies to increase event volume, as well as event revenue, by participating in budget forecasting and marketing

Education 20%:

- Attend community and cultural events in the capacity of promotion for the Metal Museum, education and outreach programs, and volunteer opportunities, as needed
- Assist with Family Fun Days and all other outreach activities
- Assist with hands on activities during Museum and outreach events

- Assist Curatorial Team with coordinating Artist Talks and/or exhibit receptions as needed
- Maintain the Learning Space by ensuring educational worksheets and materials are always available

Other Responsibilities 10%:

- Maintain regular communications with Community Outreach and Education Manager.
- Respond to change productively.
- Perform other duties as assigned, which may include but are not limited to working at the front desk, library desk, and museum store, cleaning, and attending special events.

Qualifications

- High School Diploma, GED, or equivalent required; Associate's or Bachelor's degree in hospitality management or nonprofit administration preferred
- 2-3 years' experience in customer or client service preferred
- Interest in museums, metalworking, and visual arts strongly desired
- Meticulous attention to detail and highly organized
- Excellent written and verbal communications skills
- Proficiency in several computer programs, including but not limited to Office Suite, Gmail, and web applications preferred
- Proficiency with Adobe Creative Cloud applications Photoshop and Illustrator preferred
- Ability to work with a diverse array of people, including Museum guests, supporters, clients, vendors, volunteers, and staff, in both large and small groups
- Must be culturally competent to work with individuals and groups from diverse racial, religious, ethnic, educational, ability, and socioeconomic backgrounds, as well as members of the LGBTQ and gender non-conforming communities

Hours, Compensation, and Benefits

The work week for this position is Tuesday through Saturday. Additional hours (nights and weekends) may be required. All full-time staff are expected to be available to assist with Museum events. All Museum staff must be available the week before, during, and after Repair Days, which is held annually in the fall.

The salary range is \$38,000. Salary is contingent on experience and ability. Benefits include health insurance and a 3% Simple IRA employer match after 2 years of employment.

To Apply

Send a cover letter detailing fit and interest in position, resume, and three references to Quamesha Brown, Operations Manager, at quamesha@metalmuseum.org. Please reference "Rentals and Education Coordinator" in the subject line. **Please, no phone calls.**

The Metal Museum is committed to building a culturally diverse staff and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We strongly encourage LGBTQIA+ individuals, people with disabilities, Black, Indigenous, and people of color to apply.