

## **Rental Manager**

### **Museum of Arts and Sciences**

Location: Daytona Beach, FL  
Employee Type: Full Time  
Industry: Non-profit  
Reports to: Director of Sales and Special Events

#### **Position Objective:**

This position is responsible for assisting in the management of all museum rental and non-educational programming business with a strong emphasis and focus on weddings & private rentals. This is a full-time position.

#### **General Requirements:**

Demonstrates an ability to understand and articulate a commitment to the mission and values of MOAS.

Demonstrates a high standard of personal integrity and ethics.

Ability to build /collaborate with others and work effectively as a member of a team, building and maintaining productive relationships with our vendors, visitors and clients.

#### **Additional skills include:**

Excellent customer service and interpersonal skills  
Excellent time and project management skills  
Enthusiastic, personable, and outgoing  
Excellent writing and verbal communication skills  
Problem solving skills  
Self-starter and a team player  
Ability to adapt to change  
Ability to produce and work within project budgets  
Proficiency in Microsoft Office Suite software

#### **Responsibilities:**

- Prepare rental properties for clients and ensure campus is always looking its best, and is museum ready. This may include:
  - Ensuring facilities are clean
  - Monitoring table/chair set up and break down
- Greet clients and inform of policies, procedures, and pertinent information to make rental seamless
- Serve as main staff contact during rental times:

- Be available during the entire rental period, keeping eyes on the event at all times
- Ensure safety and privacy of event by monitoring the rental space
- Proactively solve problems as they arise
- Work with vendors to ensure vendor guidelines are followed
- Closeout facilities at end of each rental and ensure all rental equipment is maintained, and housed properly
- Notify Director of Sales and Special Events in case of an emergency or problem with event, client and/or facility.
- Adhere to all MOAS policies, and uphold MOAS rental agreements with renters; must be knowledgeable about MOAS contracts, leases, and agreements.
- Assists with the development and management of non-educational social events and programs, including identifying potential programs, acting as a liaison with vendors and presenters/entertainers, day-of management of events, and working directly with customers to ensure satisfaction.
- Assist Marketing Department with outreach initiatives and marketing opportunities.
- Represents Museum at Community Outreach events
- Perform other duties as assigned.

#### **Educational Requirements:**

4 year college degree in related field or specialized training in non-profit administration or communications preferred. Relevant experience may be substituted.

#### **Special work requirements:**

This position will require the employee to work some holidays, evenings, and/or weekends to fulfil the position's objectives. Compensatory time is offered to allow the employee to maintain their regular 40hr work week as closely as possible.