



## **JOB DESCRIPTION**

<b>Job Title:</b>	Venue Coordinator
<b>Reports:</b>	Executive Director
<b>Classification:</b>	Part-time, Non-Exempt & Contract
<b>Work Schedule:</b>	20-30 hours per week, office hours flexible Plus, contractual pay for non-business hour rentals

### **Position Overview:**

River Legacy Nature Center in Arlington, Texas is searching for a part-time Venue Coordinator with experience in organizing and executing events such as conferences, weddings, board retreats and corporate events. The Nature Center is located in the 1,300-acre River Legacy Parks, a floodplain woodland along the Trinity River. The Venue Coordinator provides a transformative guest experience, offering specialized attention to detail for all the weddings, receptions, and general private rental events. The Venue Coordinator must be highly detail-oriented, organized, flexible and able to function as part of a team.

### **Responsibilities:**

- Provide outstanding customer service to our guests and clients, prompt response time to email and phone call inquiries
- Communicate professionally and thoroughly with rental clients from the point of inquiry through follow-up procedures (inquiry, correspondence, venue tours, contracts, payments, planning, vendor communications, rehearsals, managing security deposits, thank yous)
- Work with vendors to assure event setup and tear down logistics follow the rental agreements
- Attend weekly/monthly staff meetings with updates on rental schedule and logistics required for set-up and breakdown
- Work collaboratively with the other Foundation staff to help assure needs of the events are met
- Issue invoices/collect payments and create comprehensive budget/income reporting to directors as needed
- Plan and implement strategies for increased rental potential
- All other duties as assigned

### **Qualifications:**

- Experience with event planning is required for this position (2-3 years is preferred)
- Outgoing, enthusiastic, and creative thinker
- Ability to relate to persons of all ages, diverse backgrounds, skills, and abilities
- Excellent communication skills, written and verbal (phone and in person)
- Be able to prioritize and multitask several duties during the day of an event or rental
- Candidates must have strong organizational skills, attention to detail and be comfortable working with the public in both organized and informal situations
- Ability to work a flexible schedule, including evenings and weekends
- Strong event planning and tracking skills
- Position requires the ability to stand for long periods and lift up to 50 pounds
- Proficient in Microsoft office and Google Suite
- Bachelor's degree preferred

**Benefits:**

- Flexible schedule
- Professional development opportunities
- Career advancement

**Submission:**

Applicants must submit resume via email to [shannon@riverlegacy.org](mailto:shannon@riverlegacy.org)

*River Legacy Foundation is a 501(c)3 nonprofit organization formed in 1988 to preserve and enhance the land along the Trinity River and its tributaries as an extraordinary educational, recreational, and natural resource. It is an Equal Opportunity Employer.*

*Information about River Legacy Foundation, River Legacy Park and River Legacy Nature Center can be found at [www.riverlegacy.org](http://www.riverlegacy.org)*