



EVENT RENTAL COORDINATOR

Summary

Myriad Botanical Garden is a 15-acre botanical garden and park in the heart of downtown Oklahoma City. It is home to the Crystal Bridge Tropical Conservatory, a 10,000 sq. foot tropical plant conservatory, and Oklahoma City landmark. The Myriad Botanical Gardens has garnered national awards and attention for its highly successful results in innovative urban renewal and quality of life improvement effort for Oklahoma City.

The Event Rental Coordinator provides organizational and operational support in the development and execution of events. This position ensures all events run smoothly and successfully from the creation of contracts to clean-up. This position provides administrative support to the Rentals department and must be able to work flexible hours.

Essential Duties and Responsibilities:

- Provides onsite tours and promotes the Myriad Gardens as a venue for public and private events including but not limited to weddings, receptions, corporate events, fundraisers, festivals, birthday parties and health and wellness events.
- Reach out to community organizations to bring new rental events to the Myriad Gardens.
- Creates new events that will generate revenue.
- Maintains organization of the Visitor Lobby and ensures departmental information is stocked.
- Assists in managing monthly event calendar.
- Assists in creating contracts and processing payments.
- Works closely with customers to understand and determine all event details.
- Ensures all customers are informed of policies and procedures of facilities and grounds.
- Works with Myriad Gardens staff and outside vendors to ensure completion of all logistics; set-up, tear-down, catering, security, parking, etc.
- Assists in managing all rental related inventory including tables, chairs, linens, audio/visual, etc. and ensures equipment remains in good condition.
- Active participant in all staff meetings and team meetings.
- Perform other duties as assigned.

Supervisory Responsibilities

None

Education and/or Experience

- Bachelor's degree preferred.
- 1-3 years of Event Rental experience preferred.

Computer Equipment and Software Requirements

- Proficient in MS Office and MS Excel.
- Experience in use of standard office equipment.

Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License.

Skills and Abilities Required

- Bachelor's Degree in a relevant field preferred. Experience in Sales or Hospitality Management preferred.
- Problem solver with the ability to formulate proactive solutions and recommendations.
- Experience in meeting planning, catering and/or facility sales environment with a proven ability to meet goals.
- Excellent organizational skills and ability to work well on teams.
- Motivation for sales, closing contracts and prospecting.
- Professional appearance with excellent customer service skills and attitude.
- Excellent written and oral communication skills.
- Must be able to multi-task, return all emails and phone calls in a timely manner.
- Flexible hour schedule. Occasional evenings and weekends are required.

Physical Requirements

- Must be able to sit for extended periods.
- Must be able to bend, stoop and walk.
- Must be able to climb stairs.
- Must be able to lift up to 40 pounds, i.e. tables, chairs, audio visual equipment, chair and table carts.

Work Environment

The employee will work in both an office and botanical gardens environment. Some locations visited during the course of executing job duties may not be wheelchair accessible; some time may be spent outside in various weather conditions.

Benefits

This full time, non-exempt position is eligible for health, dental, life insurance, vision, long-term disability, voluntary life, accident coverage, 401(k), paid time off, and paid holidays.

To Apply

Please email a resume, cover letter, and three references to careers@myriadgardens.org or mail to Myriad Gardens Foundation 301 W. Reno, Oklahoma City, OK 73102.

Equal Opportunity Employer

Employer does not to discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.