



PARK MANAGEMENT FOUNDATION
Job Description

Job Title: Rentals Coordinator

FLSA Status: Non-exempt

Reports to: Director of Rentals

Work Schedule: Full Time with Benefits; 40-hour per week with a schedule that varies based on the rental event calendar. Includes regular evening, weekend, and daytime office hours as needed.

Summary

The Rental Coordinator is responsible for providing comprehensive organizational, administrative, and on-site support for private, public, and corporate events held at both Myriad Botanical Gardens and Scissortail Park. This role plays a vital part in ensuring events are executed seamlessly, from initial client inquiry and contract creation to event breakdown.

As the primary on-site contact for clients, the Rental Coordinator serves as a key representative of both Foundations, delivering exceptional customer service and coordinating logistics with internal teams and external vendors. The ideal candidate is detail-oriented, customer-focused, and thrives in a fast-paced environment with the flexibility to work evenings, weekends, and holidays.

Essential Duties and Responsibilities:

- Answers phone calls and email communications in a timely, professional, and responsive manner
- Provides basic rental information including packages, pricing, and policies to prospective clients
- Schedules site-tour appointments and event walkthroughs on behalf of the Venue Rentals Team for prospective and current event rental clients
- Assist in conducting venue tours and promote Myriad Botanical Gardens as a premier event location.
- Assist in planning and managing a wide range of events, including but not limited to: weddings, receptions, corporate meetings, festivals, fundraisers, races, rehearsal dinners, and social gatherings.
- Works with internal staff and outside vendors to ensure completion of all logistics to include set-up, tear down, food service, security, parking, etc.
- Ensure clients understand and adhere to venue policies, including insurance requirements and ABLE licensing when applicable.
- Serve as the on-site representative during events to oversee logistics, troubleshoot issues, and ensure smooth execution.
- Work closely with internal teams and external vendors to coordinate event logistics, including setup, teardown, security, food & beverage, AV needs, and parking.
- Coordinates the preparation and execution of venue rental contracts

- Prepares and organizes contracts, event work orders, event diagrams, and event timelines
- Files paperwork, enters data into systems, and takes and organizes meeting notes
- Assists in managing monthly event calendar
- Deliver high-quality, personalized service to clients, vendors, and staff throughout the planning and execution phases.
- Updates administrative procedures and systems related to venue rentals to maximize efficiencies
- Provide timely feedback to the Rentals Director or Facilities Director regarding any issues related to venue maintenance or customer satisfaction.
- Collaborate with members of the Programming Department team

Supervisory Responsibilities

This position has no supervisory responsibilities.

Education and/or Experience

- High school diploma or equivalent.

Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License.

Computer Equipment and Software Requirements

- Intermediate to advanced skills in Microsoft Office, particularly Word and Excel, and standard office equipment.
- Social media management desired

Knowledge, Skills and Abilities Required

- Excellent oral and written communication skills.
- Excellent organization and customer service skills.
- Ability to stay calm under pressure.
- Must present professional appearance and a positive, enthusiastic attitude.
- Must be able to multi-task, return all emails and phone calls in a timely manner and work well in a team atmosphere.

Physical Requirements

- Must be able to sit or stand for extended periods.
- Must be able to bend, stoop and lift on occasions.
- Must be able to climb stairs.
- Must be able to lift and push event equipment, i.e., tables, chairs, audio visual equipment, chair and table carts.

Additional Job Requirements

Clearance of background check.

Work Environment

The employee will work in both an office and botanical gardens environment. There are locations visited while executing job duties that may not be wheelchair accessible; some time may be spent outside in various weather conditions.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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.

I acknowledge that I have read and understand this job description.

Employee signature

Date