

**Posted:** March 14, 2024

## **Position: Venue Rental Coordinator**

### **About the Dixon:**

The Dixon Gallery and Gardens in Memphis was founded by Margaret and Hugo Dixon, significant cultural philanthropists, and community leaders. Since opening as a museum and public garden in 1976 the Dixon has distinguished itself through its vitality, productivity, openness, and access. The Dixon is known for its robust exhibition calendar, dynamic education and outreach programs, an important art collection, and beautiful learning gardens. Admission to the Dixon is always free of charge.

### **Job Overview**

The Venue Rental Coordinator will provide professional customer service to business, social and horticultural clients seeking information about rental availability. This position is responsible for responding to rental inquiries, preparing contracts, creating floor plans and meeting target revenue. This position assists with calendar management and admissions. Reports to the Director of Operations

### **Hours:**

- Full-time hourly position
- Includes supervision of events/venue rentals with evening, holiday and weekend hours

### **Duties include:**

- Receive all phone calls/email inquiries regarding venue rental and respond in a timely manner
- Schedule and conduct tours of the facilities for potential clients
- Follow up with clients to schedule events, sign contracts, collect fees and finalize details
- Maintain and ensure clients adhere to approved rental policy and procedures
- Meet regularly (weekly) with the maintenance department to ensure proper set ups
- Coordinate with Garden staff to ensure all clients' needs are being met
- Network with event staffing companies, event planners, caterers and other suppliers
- Produce accurate and timely invoices, prepare monthly sales reports
- Work with the Communications Department to develop and execute a sales and marketing plan
- Research and seek other opportunities to maximize revenue potential
- Assist with admissions and front desk duties as needed

### **Qualifications**

- High School diploma or equivalent is required and three (3+) years of customer service, event or venue rental experience preferred

### **Skills:**

- Superior and proven customer service and sales experience
- Extremely detail oriented
- Self-motivated; manage complex initiative and ensure timely and effective completion
- Sound administrative, planning and communication skills

Qualified candidates should submit a resume and cover letter by email to Juliana Bjorklund, Director of Operations at [juliana@dixon.org](mailto:juliana@dixon.org) by April 19, 2024.

*The Dixon strives for a workplace that is diverse and inclusive. We provide equal opportunities to all applicants for employment without regard to race, creed, color, ethnicity, religion, sex, sexual orientation, age, military service, marital status, and/or disability.*