

Rentals Coordinator: Job Ad

Intro:

Do you have excellent organizational and customer service skills with an interest in event management? When the Wolfville Farmers' Market is not increasing access to all things local, it is creating opportunities for community to connect. We are proud to offer our beautiful space for dances, conferences, weddings and more! We are looking for someone with the skills to manage Market Rentals. Duties include promotion of the space, administering room rentals, and being on-site during events. This is a great opportunity for someone with an entrepreneurial spirit, who is self motivated. We currently have 5 events booked June to December, but there is lots of room to book more. We have the promotional assets to help do just that.

Contract Rate and Notes

- \$20/hr to be invoiced monthly in the following categories:
 - Rentals Coordination (based on number of rentals booked)
 - Promotions and Admin (monthly allocation)
 - Event Day Site Management (based on hours of rental)

Start

- We are looking for someone to start on June 1 with the first rental presently booked for June 17th. There would be on-the-job training with existing Rentals Coordinator

Summary:

The role of the Rentals Coordinator is to coordinate and manage all aspects of our Whole Building, Harvest Room, Community Room and Kitchen Rentals, while delivering excellent customer service. They will ensure that Renters have a great experience in our space, while improving our capacity to promote and have more rentals. Additionally, the role will include being an ambassador of the Market and its vendors, and helping the Renter embrace local offerings and zero waste principles. This is to be accomplished from initial engagement through to the booking and contracting process, during the event and until the Deposit is returned.

Responsibilities:

Rentals Coordination



- Rental Booking Process, including:
 - responding to rental requests, email and phone,
 - maintaining bookings in a Ninox database,
 - populating contract forms, securing signatures and required documentation,
 - maintaining both the WFM Google Rentals Calendar and inputting contracted rentals into a WFM Google Spreadsheet for use by Staff Team
- Offer consultation to Renters to view the space and promote WFM Vendors and local producers
- Hire, Train, and Schedule Site Assistants and/or someone for Event Site Management on the day of the event for days the Rentals Coordinator is unavailable
- Provide Rental Services according to each Rental Contract
- After the event, reports include invoice and cost breakdowns (including site assistants), as well as notes to improve service.
- Coordinate payment of Site Assistants by Renters
- Contribute to a post event communication with the wedding party; including thanks and a request for a review and access to photos. This should be coordinated with the return of the deposit.
- Help the Market develop its offerings to Renters, and through excellent customer service, grow our Rentals

Promotions and Market Admin

- Maintenance of Rental Communications Materials: Rentals Handbook, Contracts, Checklists, Brochure
- Attend bi-annual staff gatherings
- Collecting photo and video assets for promotions (either by taking photos during the event or asking photographers on site if we can use their photographs for promotions, with permission).
- Answering questions and posting on our rentals instagram account
- Working with the Business Development Coordinator to grow the rentals program

Event Day Site Management:

- On the day of the event, manage the space, any Site Assistants and provide assistance to ensure a great experience for Renters. Assistance that can be provided on the day of the event can include: coordinating with and assisting event vendors, guest relations, and general building custodial duties during the event.
- Photography on behalf of the Market to help us promote our space
- Ensure tear-down is successfully completed and building is secure



- Review space to determine if extra cleaning or damage repairs are required as a result of the rental and advise amount of Rental Deposit is to be returned.

Contacts:

- Works with the FAB Manager on matters relating to the Building and Accounts
- Works with Business Development Manager on matters relating to Promotions
- Manages Site Assistants
- Works with Renters

To apply:

- Please send a resume and cover letter to Kelly Marie at kellymarie@wolfvillefarmersmarket.ca

