



OREGON COAST COUNCIL FOR THE ARTS

Job Outline

OCCA/Newport Visual Arts Center (VAC)

Rentals Coordinator

Position Status: 10 hours per week, part-time hourly, must be available Saturdays, 3-6pm

Reports to: OCCA VAC Director

Application deadline: Oct. 26, 2018

The Rentals Coordinator is a primary day-to-day interface with facility renters and visitors. The position requires a combination of skills and experiences in customer service, and office and facility management, and community outreach.

Responsibilities

Everyday Rental Fulfillment

- Maintain rental Access database and Google calendar
- Produce rental contracts with Access database and conduct room tours
- Schedule reservations
- Monitor room usage (with Building Assistant)
- Coordinate facility equipment (tables, chairs, other) for rental use
- Organize deposits of rental income to City of Newport
- Maintain usage occupancy figures and produce rental reports
- Conduct targeted community outreach and encourage new rentals
- Serve as public face of the building and promote exhibits and activities

Desired Qualifications

- Experience working in a customer-service environment
- Experience working with databases, spreadsheets (Access database preferred)
- Experience working in office and facility operations or equivalent experience
- Must be proficient with a PC. Ability to use email, MS Word, Excel
- Must be able to work in Newport, OR on a daily basis
- Basic math skills
- Experience working in an arts, educational or publicly owned facility
- Experience working with volunteers

Other equivalent work or life experience will be considered.

Candidate must have consistent, reliable vehicle for transportation and a valid driver's license. Some pick-up and delivery of boxes, files, arts supplies, artwork, etc. required. May lift up to 25 pounds. Bending, walking, sitting, standing, walking up and down stairs will be required.

This position is hourly at 10 hours per week and starts at \$12.00 per hour. This position reports to the OCCA VAC Director.

References of similar work are required. Successful candidate will need to pass a background check.

OCCA is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, disability, gender identity, religion, or sexual orientation.

Based in Newport on the central Oregon coast, the Oregon Coast Council for the Arts (OCCA) is the hub of coastal arts opportunities, offers exceptional variety, provides world-class arts experiences, strengthens the arts, and nurtures the artist in everyone through education. OCCA manages the Newport Performing Arts Center (PAC) and the Newport Visual Arts Center (VAC) and serves as the regional arts council for the Oregon Coast.

Email or mail a resume, cover letter and three references to OCCA VAC Director, Tom Webb, twebb@coastarts.org, PO Box 1315, Newport, OR 97365. Submission deadline: Oct. 26, 2018. No phone calls please.

Preferred Work Schedule

Sat: 3-6pm

Tu: 2-6pm

Th: 3-6pm