



501 N. Main Street, Los Angeles, CA 90012  
www.lapca.org  
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**Job Title: Rental Events Coordinator**

Reports to: Director, Facilities and Event Management

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LA Plaza de Cultura y Artes serves the public by providing educational experiences through public programming and exhibitions that celebrate the rich cultural heritage of Mexicans, Mexican Americans, and all Latinos in Southern California. LA Plaza opened to the public in 2011 in two renovated buildings located in the downtown Los Angeles historic core. Established by the County of Los Angeles, LA Plaza operates as a non-profit organization governed by a board of directors and is partially funded by Los Angeles County. LA Plaza is a Smithsonian affiliate museum. More information is available at [www.lapca.org](http://www.lapca.org).

**Rental Events Coordinator**

Reporting to the Director of Facilities and Event Management, the Rental Events Coordinator acts as a liaison and a primary point of contact for internal and external events, developing and maintaining client and vendor relationships to ensure excellent customer service, proper planning, and execution of events.

**Essential Duties and Responsibilities**

- Serve as primary point of contact for rental inquiries and respond in a timely, effective, and proactive manner.
- Responsible for pre-event and on-site communication with clients to ensure accurate fulfillment of events.
- Coordinate event details with rental client and maintain an appropriate event planning timeline.
- Proactively anticipate and troubleshoot any emerging issues during planning process and on event day.
- Support the management of events on the day of, including event set-up, communication with staff (security, janitorial and others), organizing vendors, and managing load-out.
- Maintain an efficient billing system; prepare, submit, and reconcile invoices, purchase orders, and other financial transactions.
- Maintain the primary activity calendar for organization.
- Provide follow up after event to ensure satisfaction of clients.
- Other duties as assigned.

**Skills and Experience**

- Ability to accurately multitask under pressure with attention to detail.
- Must have excellent organizational, customer service and verbal/written communication skills.
- Self-starter comfortable with taking initiative.
- Ability to estimate costs and negotiate contracts.

- Excellent interpersonal skills and cultural competency.
- Ability to maintain strict confidentiality.
- Computer knowledgeable with experience using office productivity, publications, and database software (e.g., MS Word, Excel).
- Must be available to work evenings and weekends and have a valid California driver's license and comprehensive automobile insurance coverage, as required by law.
- Familiarity and experience working with LatinX communities desirable; bilingual skills preferred.
- Ability to lift 50 lbs., bend, stretch, stand for extended periods of time, climb stairs, reach, twist, sit, walk, and/or run.

### **Compensation**

Salary: \$43,000 per year

This is a non-exempt position

LA Plaza offers a competitive compensation package that includes:

- Individual health, dental, and vision care
- Free parking
- 90-day introductory period
- Direct Deposit of paycheck
- Non-match 401K
- Optional AFLAC coverage

LA Plaza de Cultura y Artes is an Equal Opportunity/Affirmative Action, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **How to Apply**

Please send resume and cover letter to [jobs@lapca.org](mailto:jobs@lapca.org).