JOB TITLE: Rental Events Coordinator
CLASSIFICATION: Full-time (40 hours/week); Non-exempt; $44,000 per year
REPORTS TO: Director of Events Management

ABOUT LA PLAZA
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.

THE OPPORTUNITY
Reporting to the Director of Events Management, and working closely with the Venue Production Coordinator, 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.

PRIMARY RESPONSIBILITIES
- Serve as primary point of contact for rental inquiries and responds 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.
- Communicate with other LA Plaza departments to ensure all outside contract staff have been scheduled.
- Maintain and update the rental events calendar for organization.
- Provide follow-up after event to ensure satisfaction of clients.
- Other duties as assigned.
PREFERRED QUALIFICATIONS & EXPERIENCE:

- Minimum two years of event coordinating/management experience, preferably at a cultural institution or non-profit organization.
- Must have excellent organizational, customer service and verbal/written communication skills.
- Self-starter comfortable with taking initiative.
- Familiarity and experience working with Latinx communities desirable; bilingual skills preferred.
- Ability to maintain strict confidentiality.
- Internet competency and strong computer proficiency, including the Microsoft Office software suite (primarily Word, Excel, SharePoint, etc.) and a familiarity with QuickBooks or other accounting software.
- Ability to perform the physical requirements of the job; frequent sitting and standing, walking, typing, bending, kneeling, crouching, climbing stairs and ladders, lifting, pulling, and carrying up to 30 pounds.
- Must be available to work evenings and weekends when needed and have a valid California driver’s license and comprehensive automobile insurance coverage, as required by law.

WORK ENVIRONMENT

- Extensive interaction with clients and LA Plaza staff in-person, as well as by phone/video calls and email.
- Office environment in a museum setting.
- Significant computer work (repetitive movement – typing).
- Event days are fast paced and require quick decision making and problem solving.
- Ability to perform the physical requirements of the job, including frequent sitting standing, walking, bending, kneeling, crouching, climbing stairs and ladders, lifting, pulling, and carrying up to 30 pounds.
- LA Plaza will make reasonable accommodations to enable individuals with disabilities to perform the responsibilities of the position.

EMPLOYMENT STATUS

- FULL TIME. NON-EXEMPT.
- Schedule fluctuates depending on event calendar, and often includes weekend or late-night hours. Work-from-home days are available when calendar permits.

COMPENSATION

- Salary $44,000.00 per year
- $50.00 monthly cell phone/internet stipend

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
• Paid holidays (13) plus two-weeks paid time off the last week of December and first week of January annually.

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, demonstrating your interest and qualifications, and at least three references to jobs@lapca.org with the subject line “Rental Events Coordinator.”