



CALIFORNIA
ACADEMY OF
SCIENCES

Would you like to be part of the greenest science learning center in the world?

The California Academy of Sciences is seeking an **Event Services Coordinator**.

The ideal candidate has **at least two years experience in the administration of facility rentals, planning and production of events.**

The California Academy of Sciences is a world-class scientific and cultural institution based in San Francisco. In 2008, the Academy opened a new facility in Golden Gate Park, a 400,000-square-foot structure that houses an aquarium, planetarium, and natural history museum all under a 2.5-acre living roof. The facility is also home to the Academy's staff of world-class scientists, an education department that provides a wide range of student and teacher services, and extensive research collections with more than 28 million specimens.

POSITION SUMMARY

The Event Services Coordinator works with and reports to the Associate Director of Sales and Facility Rentals, in the Facility Rentals Department. This department reports to the Director of Sales and is responsible for the rental, promotion, sales, and logistical coordination of Academy facilities for public, private and defined internal events.

Essential Duties & Responsibilities:

- Provide sales and production support for Facility Rental clients and events
- Ensure the successful execution of an event after event is contracted
- Meet with Event Sales Specialist to review sold program details
- Prepare new client files as assigned inclusive of rental agreements and invoices
- Maintain client files and ensure rental documentation, insurance certificates, and payments are received.
- Maintain accurate payment records and event timelines for each client.
- Maintain Event Work sheet as created by Event Sales Specialist to include all production details
- Revise Event Work sheet as needed
- Act as on-site coordinator when workload demands requiring flexible work hours
- Conduct production site visits and final vendor walk-through to finalize all event logistics and details
- Prepare the work order for events as assigned
- Distribute the approved work order in a timely manner; no less than one week prior to event

- Update files, work orders and event timelines as needed
- Monitor and maintain catering payments in conjunction with the Associate Director. Prepare invoices and submit to Accounting
- Update all records in CRM, including guest count, final event revenue and catering payments
- Monitor Event Sales phone line and email inquiries and distribute to appropriate Event Sales Specialist
- Assist Event Sales Specialists with site visits, scheduling and backup as necessary
- Attend bi-weekly Events/Operations Production meeting
- Maintain positive working relationships with event service providers, caterers, vendors, staff and Academy departments to facilitate Platinum level of customer service
- Maintain and update caterer's certificates of insurance
- Manage and send post-event thank you letters and surveys to clients
- Provide administrative support including answering phones, mail, supplies, filing, etc.
- Follows Academy safety regulations
- Other duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

The ideal candidate will possess a combination of the following education and/or experience:

- Bachelor's degree and/or related training
- At least two (2) years of progressively responsible experience in the administration of facility rentals, planning and production of events
- Experience working in a museum setting is preferred
- Experience with radio communication systems

Knowledge, Skills & Abilities:

- Proficiency in SalesForce, Microsoft Word, Excel and Outlook required
- Excellent organizational skills with great attention to detail
- Professional demeanor and demonstrated ability to exercise sound judgment and discretion
- Excellent communication skills, both written and verbal
- Ability to problem solve quickly, trouble-shoot, and work under pressure in a fast-paced environment
- Self motivated and able to work independently without supervision
- Able to manage multiple projects with variable timelines effectively
- Able to relate to diverse groups of people
- Able to conduct high volume of business on the telephone

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or individuals.

Physical Demands & Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, and reach with hands and arms, and talk or hear. Must be able to perform repetitive motions 75% of the time. Must be able to lift 30 lbs.

Compensation/Benefits:

Salary is commensurate with experience. This is a full-time position. This position is eligible for excellent medical & dental benefits; as well as participation in a supplemental retirement annuity and flexible spending accounts.

APPLICATION INSTRUCTIONS:

For details and to apply, go to: <http://calacademy.snaphire.com> to submit your cover letter and resume. **NO PHONE CALLS PLEASE.**

Since its founding in 1853, the California Academy of Sciences has positively engaged and significantly impacted the people and communities it serves. With a mission to explore, explain and sustain life, the Academy is one of the largest science centers the world. For more information about the Academy, please visit www.calacademy.org.

The California Academy of Sciences is an Equal Opportunity Employer and welcomes applications from individuals who will contribute to its diversity.

The California Academy of Sciences is a non-smoking facility. Smoking is also not allowed anywhere in Golden Gate Park.