



## **Conservatory Rental & Facility Coordinator**

Park District of Oak Park

**Contact Name:** Desiree Hines  
**Contact E-mail:** desiree.hines@pdop.org  
**Contact Phone:** 708-725-2161  
**Closing Date:**  
**Salary:** \$18.00 Hourly

### **Description:**

To apply online today click here:

<https://www.paycomonline.net/v4/ats/web.php/portal/41D8300184906117978771C10E755DC6/jobs/762187>

### **Overview:**

The **Conservatory Rental & Facility Coordinator** is a part-time position. We offer competitive compensation of \$18.00 an hour, and PTO for part-time employees. This position is also enrolled in IMRF.

### **Job Purpose:**

The Conservatory Rental & Facility Coordinator is responsible for coordinating rentals and events at the Oak Park Conservatory, serving as the main point of contact for rental clients. The Conservatory Rental & Facility Coordinator is responsible for opening and closing the Conservatory on scheduled days and maintaining a visible presence for visitors at the Oak Park Conservatory. **The Conservatory Rental & Facility Coordinator works on average 4 days a week, including a share of weekend days.**

### **Essential Functions:**

- Provides excellent customer service by welcoming visitors & rental customers. Maintains a positive public image when working with patrons, clients, and vendors.
- Maintains an accurate online daily visitor log for rentals, events, and visitors.
- Open and close the Conservatory to visitors, daily as scheduled. Process sales maintains a balance in the cash drawer.
- Provides and promotes information on rentals, tours, programs, and events.
- Manages the full rental client experience from initial inquiry through post-event follow-up, ensuring timely communication and high levels of customer satisfaction.

- Creates and manages contracts for rentals. Supports rental revenue goals through responsible communication and effective booking coordination.
- Communicate policies, procedures, and expectations to vendors; ensure vendor compliance during all rentals and events.
- Schedules rental attendant for rentals and events. Provides event setup and details for rentals.
- Assists clients with event planning when needed.
- Prepares & maintains event rental packet, coordinating details and payment for rentals.
- Serves as on-site lead during select rentals, ensuring smooth execution, addressing issues in real time, and maintaining a high-quality guest experience.
- Participate in Conservatory special events as required by the Director of the Conservatory.
- Assists when needed, setting up for rental events at the Conservatory, maintaining a clean space for visitors and rental customers.

The Park District of Oak Park is an Equal Opportunity Employer!