

# West Overton Village and Museums

Job Description: **Hospitality and Communications Staff**

- Reports to: Chief of Staff

Purpose of the Job:

The purpose of your role is to assist with day to day operations of the Events and Rentals department while gaining knowledge and experience in the field of hospitality, sales, event planning and coordination. Create and implement social media strategies, follow up on leads, meet with clients, and assist with events at West Overton Village and Museums. You will work closely with hospitality, museum, and administrative staff members. While helping with all aspects wedding and event coordination you will help create memorable guest experiences and increase revenue streams for the organization

## **Essential Functions**

1. Develop and post social media campaigns using West Overton Weddings brand voice.
2. Perform sales tours for potential West Overton Events Clients.
3. Maintain positive working relationships with important local partners and vendors.
4. Represent West Overton during rental events enforcing rules and boundaries while ensuring customer satisfaction.
5. Collaborate with cross-functional staff (curatorial, education, visitor services, marketing, and museum shop) to ensure positive experiences for all guests and clients.

## **Minimum Requirements**

1. Self-starter with strong interpersonal skills.
2. Experience in customer service, hospitality or sales for not less than 1 year.
3. Must have evening and weekend availability.
4. Demonstrated writing and communication skills.
5. Ability to move between work collaboratively and independently.

## **Working Conditions**

1. Large campus with venues in several buildings over 12 acres.
2. Shared office environment, with open/roaming desk format at times.
3. Evenings and weekends required.
4. Ability to lift or move at least 50 lbs. on a limited basis
5. Main office is located on 3<sup>rd</sup> floor – stairs are required.

## **Schedule and Compensation**

- Part time 8-15 hours/week
- \$9.00 per hour

## **To Apply**

Qualified candidates should submit their resume and cover letter electronically to [Jobs@westovertonvillage.org](mailto:Jobs@westovertonvillage.org) . Please note position title in your subject line.