



## **POSITION DESCRIPTION**

### **EVENING FACILITY RENTAL ASSOCIATE**

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida ([www.vizcaya.org](http://www.vizcaya.org)). The Evening Facility Rental Associate will manage evening facility rental arrivals and set-ups, and troubleshoot any issues with excellent customer service, respond to initial rental inquiries and assist the department as needed. The position is on the Marketing and Client Services Team in the Facility Rental Department and reports to the Director of Facility Rentals.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive, and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

#### **Essential Functions**

- Supervise the arrival of vendors and clients for each evening facility rental, working in conjunction with the Safety and Security Department.
- Ensure that all rules and regulations are adhered to by the vendors and clients.
- Troubleshoot issues that arise.
- Assist the department with initial facility rental inquiries, finding available dates, securing various required documents, and other related office duties.

#### **General Responsibilities of All Administrators**

- Achieve meaningful and timely actions that advance Vizcaya's mission, vision, and strategic plan.
- Help to sustain and grow Vizcaya's revenues and participate in pursuing funding opportunities.
- Proactively promote communication, collaboration, and customer service.
- Engage in internal committees as appropriate and complete assigned tasks in a timely manner.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

#### **Position Requirements**

- At least 3 years of work experience in event coordination or management, customer service, hospitality, or related field.
- Associate or bachelor's degree in hospitality or a related field.

- Deep and current knowledge of customer service.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, and customer service.
- English fluency.
- Proficiency with Microsoft Office.

### **Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation**

- Certification in Event Management.
- Certification in Hospitality.
- Experience in Security and Safety.
- Experience with point-of-sale software.
- Spanish, Haitian Creole and other language skills.

### **Compensation**

Vizcaya Museum and Gardens offers competitive compensation with generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Salary will be based on the selected candidate's experience and skills. The anticipated compensation is approximately \$47,900 for someone meeting the requirements of the position to approximately \$53,000 for someone exceeding them.

### **Work Environment/Physical Demands**

The majority of work is done on-site at Vizcaya's Main House involving interaction with the public, community members, partners, donors, vendors, contractors, rental clients, and other constituents on and off-site. When not working directly on an evening rental, office duties are required. Vizcaya is a non-smoking environment.

### **Position Type/Expected Hours of Work/Schedule**

This is a full-time (40 hours per week), exempt position. Required days and hours are Thursdays through Monday, 3:00 p.m. to 11:00 p.m.

### **To Apply**

Please submit a resume and a cover letter expressing your interest in this position to: [HRVizcaya@vizcaya.org](mailto:HRVizcaya@vizcaya.org). Please reference the position title in the subject line of your email.

### **Equal Opportunity Employer**

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board, and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop, and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status,

familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

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