

Club Rental Coordinator (PT/Weekend) **NFC Amenity Management – Sugar Land, TX**

Responsibilities:

Our Club Rental Coordinator will work with the community Lifestyle Team to organize the clubhouse space rentals. They will regularly work with clients to coordinate space rentals, agreements, layouts, and A/V requirements for events. They will also provide a superior level of service and offer specific concierge packages to clients to continually exceed their expectations. This position will also assist the Lifestyle Team in developing the clubhouse and amenity space to be the focal point of the community. This is accomplished by developing an internal promotion plan to promote programs, activities and resident-attended events. All activities for the residents of the community must incorporate an enjoyable and stimulating quality experience that solidifies they made the right choice in their home purchase.

This position will work on average 24 hours per week (Including frequent weekends).

Here are just some of our Club Rental Coordinator responsibilities:

- Work with Lifestyle Team to ensure proper guidelines are in place for a successful and quality event in clubhouse spaces.
- Meet with residents regarding their desire to rent the spaces and assist them in creating their event by going over available equipment, recommended layouts, capacity limits, security requirements, and additional services.
- Assist in the creation and implementation of a Concierge Program for the rental program, which will allow residents to enjoy special rates for common event aspects and will provide them with a high level of service.
- Manage the equipment and spaces during the event and recommend any improvements you believe are necessary to the Lifestyle Director.
- Anticipate problems and have backup plans in place to remedy the situation.
- Oversee the secure placement of podiums for speakers, stages for bands, facilities for DJs and the testing of all lighting and sound systems.
- Collect deposits from the clients before an event and final payment after.
- Encourage all residents to participate in some or all of the monthly activities.
- Participate in the planning and coordination of event functions.
- Perform other duties as assigned and which relate to the success of the property.
- Strong customer service orientation.
- Individual and team contributor.
- Self-motivated with an ability to work without constant supervision.
- Ability to follow directives and work independently.

- Some lifting of tables and chairs are part of this position (25-30 pounds).

Qualifications:

- High School Diploma
- Excellent customer service skills.
- Events planning background a plus.
- Efficient, well organized, and attention to detail is essential.

Job Type: Part-time

Salary: \$12.00 to \$14.00 /hour

To apply please contact Andy Thomas at athomas@riverstone.com.