

PETROLEUM
MUSEUM
MIDLAND, TEXAS
Rentals Manager

JOB DESCRIPTION

Summary:

The Petroleum Museum is looking for a results driven Rentals Manager to oversee facility rentals at the Museum. The successful candidate will be able to build and maintain client relationships to maximize rental bookings in various Museum spaces. The desire to learn more about the history and science behind the petroleum industry in the Permian Basin is important.

Duties and Responsibilities:

- Acts as the initial point of contact for individuals and/or companies interested in renting the facility. Assists clients in choosing appropriate areas and set-up for each function.
- Responsible for securing contracts, deposits, & payments for rentals.
- Responsible for communicating setup & climate needs of rental clients to Facilities Manager in a timely fashion to assure proper set-up. Assisting the facilities team with setup may be required.
- Acts as Museum host and point person for all rental events.
- Develops marketing materials to promote facility rentals to the local community.
- Maintains a working knowledge of Museum store policies and procedures for after-hours events.
- Maintains a working knowledge of AV systems in rental spaces to assist clients in utilization of technology.
- Responsible for facility shut-down and lock-down following after hours rentals.
- Maintains a basic level of current knowledge of accepted Museum procedures in the care of collections and artifacts.

Skills and Abilities Required:

- Minimum high school degree required.
- Knowledge of computer software/platforms including but not limited to Excel, Word, Adobe, and Google G-Suite products.
- Ability, to create, track, and collect rentals invoices.
- Ability to work well with others.
- Ability to interact with guests and make them feel welcome.
- Ability to run a cash register and transact sales, both in cash and credit.
- Ability to follow specific procedures.
- Understanding and promotion of the Museum's mission, goals, and objectives.

Working Conditions and Physical Effort Required:

- Work may involve hours outside standard business hours.
- Work is a combination of an office environment and event environments.
- Physical effort is required on a regular basis, including but not limited to, ability to lift up to 50 pounds, bending, and kneeling (regular set-up/tear-down of tables, chairs, etc.).

Please email bgrant@petroleummuseum.org for more information.