

## **Beverage & Event Coordinator, Venue Rentals**

*The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.*

The Museum seeks a Beverage & Event Coordinator to join the Venue Rentals team. The position requires a background in bar/restaurants, event coordination, and some experience in sales. Candidates must possess excellent customer service, time management, and professional communication and writing skills. The ideal candidate should be energetic and organized, possess computer skills, and have the ability to juggle multiple and diverse assignments.

### **Roles and Responsibilities:**

The Beverage & Event Coordinator reports to the Director of Venue Rentals and works closely with the Associate Director of Venue Rentals. This position is responsible for assisting in generating income from the sale of liquor to venue rental clients, liquor ordering, and inventory for both venue rental and internal Museum events, as well as working with the Director of Venue Rentals and Associate Director of Venue Rentals to manage and coordinate the logistics of approximately 150 venue rental and internal events per year.

The schedule for this full-time, exempt position is Tuesday – Saturday. The ability to work evenings, weekends, and holidays as needed is required.

Responsibilities include, but are not limited to:

- **Beverage & Liquor Coordination**
  - Assisting in managing regular reports on aspects of beverage revenue, including product ordering, vendor and distributor payments, client invoicing, tracking and processing of payments, and product expenditure reports
  - Coordinate beverage pricing, selection, and ordering – determining appropriate amounts necessary for all events
  - Control all inventory of wine, liquor, and beer; including receipt of deliveries, storage distribution, and post-event reconciliation
  - Work closely with Museum’s preferred caterers on wine pairings and menu packages
  - Schedule and supervise per-diem bartenders
- **Event Logistics**
  - Work closely with Director of Venue Rentals and Associate Director of Venue Rentals on all aspects of event and client management
  - Assist in conducting face-to-face sales meetings and walk-throughs with Venue Rental clients as needed
  - Manage logistics and onsite supervision for internal and external events as necessary (including staffing, timelines, vendor schedules, load-ins, set-ups, etc.)
  - Respond promptly to all client questions and inquiries
  - Update and maintain reports tracking inquiries and sales.
  - Work cooperatively with the Museum’s preferred caterers, internal maintenance and security teams, and external vendors to coordinate, plan, and execute well-produced events.
  - Other duties as assigned

### **A successful candidate will have:**

- Bachelor's degree preferred, ideally in the areas of sales, hospitality, event, or bar management
- 1-3 years of experience bartending or working in a bar/restaurant required
- Experience with event production, museum, and/or non-profit experience, a plus
- A passion and talent for customer service and event management and the proven ability to meet and exceed sales goals
- Excellent written and verbal communication skills as well as interpersonal skills and the ability to communicate effectively and enthusiastically with a variety of clients
- Exceptional networking skills
- Working knowledge of food and beverage services, especially liquor sales
- Ability to work in a fast-paced, high pressure environment while maintaining a polished and courteous demeanor.
- Ability to problem solve
- Ability to identify creative solutions
- Excellent computer skills, including Microsoft Office (Word, Excel, PowerPoint), Altru, AllSeated, Salesforce, Tripleseat, Raiser's Edge, and/or a proprietary database is a plus.
- Able to work evenings and weekends/holidays to oversee event setups and conduct sporadic client meetings or walk-throughs
- Able to perform heavy work, including but not limited to lifting 30-50 lbs., climbing ladders, moving equipment and liquor cases, etc.
- Able to stand for extended periods of time during events

### **BENEFITS**

Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan.

### **HOW TO APPLY**

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to [jobs@mcny.org](mailto:jobs@mcny.org). To be considered, please include **Beverage & Event Coordinator, Venue Rentals** within the subject line of your email. Please include your salary requirements.

*The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.*

*The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.*