



CREATING AN ENVIRONMENT FOR INSPIRING HUMAN POTENTIAL



POSITION | RENTALS & EVENTS COORDINATOR

POSITION DESCRIPTION

The Rentals & Events Coordinator works collaboratively with all JUMP team members to build and sustain a strong team culture at JUMP that supports the JUMP mission. Reporting to the Rentals & Events Manager, this individual provides logistical as well as day-of support for community rentals as well as events planned and facilitated by various Event Leads from within the JUMP Team. This individual is also encouraged to plan and/or facilitate new and unique events as time allows.

DUTIES AND RESPONSIBILITIES:

- Meet with potential clients to learn about the event goals, discuss space selection, pricing, availability, layout, security, parking, decorations, and tear down. Introduce client to the JUMP AV Team for all AV needs and TCM for any catering/bar requirements.
- Provide logistical support and coordination for events by entering information into EMS (Event Management Software), the JUMP website, Social Tables, and FMX, (Facilities Mgmt. software).
- Prepare and manage necessary rentals documents including applications, agreements, Rental Reduction Request forms, insurance certificates, ST-101 tax forms, waivers, permits, etc.
- Provide timely and accurate communication to clients, fellow team members, and third-party vendors.
- Work with the Rentals & Events Team to coordinate the scheduling of all spaces, equipment, and appropriate staffing: Car Park, Peak Security, AMS (cleaning), TCM (catering), AV support, Lobby support, Facilities, and IT.
- Work with the appropriate studio coordinators to ensure studio programs are added into EMS, Eventbrite, Meet Up, or other software (as needed).
- Serve as the primary contact to support our JUMP, Jam & Jive concerts and Innovation Day.
- Work with various JUMP Team members/community to curate and facilitate First Thursdays.
- Schedule and conduct tours for potential rentals and assist JUMP Team as necessary.

LOGISTICS & OPERATIONS SUPPORT:

- Attend weekly Logistics meetings to discuss upcoming events to ensure Facilities, AV, Catering, Security, Car Park, and Front Desk are aware of the event details.
- Create layouts in Social Tables (when necessary) to ensure proper set-up and tear down of all spaces including tables, chairs, staging, AV equipment, decorations, signage, fencing, tents, and other resources as requested.
- Serve as the contact and primary responsible party for day-of set-up of equipment and supplies and ensure proper hand-off of event to appropriate TCM catering contact is made.

- Work with the Executive Director, Community Engagement Director, and Rentals & Events Manager to develop new and unique programs and inspirational events that inspire, showcase individual talents, encourage self-exploration and build community.
- Occasional maneuvering of tables, chairs, stages, carts and miscellaneous equipment.

REQUIRED QUALIFICATIONS

- Exceptionally organized with the ability to multitask and prioritize a fluctuating daily workload.
- Excellent team player with professional demeanor and drive to exceed customer expectations.
- Ability to effectively adapt and be flexible in an ever-changing entrepreneurial environment.
- Communicates well and works effectively with a diverse group of individuals.
- Proficient with computers and willing to learn new software systems.
- Ability to work calmly and effectively in high-paced and stressful situations.
- Minimum 1 year of related work experience.
- Willing to work evenings and Saturdays needed.
- High school diploma or equivalent.

PREFERRED QUALIFICATIONS

- Experience with and knowledge of non-profit organizations.
- Bachelor's degree in event planning or a related field of study.
- Experience with Microsoft Office, EMS scheduling software, Social Tables, Eventbrite
- Knowledge of the local community.

DISCLAIMER | JUMP is an entrepreneurial non-profit organization; consequently, the position description listed above has been written to indicate the overall nature, essential duties, and responsibilities of the work to be performed. It may not contain a comprehensive record of all duties, responsibilities, and qualifications required as it is highly likely the job structure will evolve.

TO APPLY | Please submit a current resume and cover letter along with a completed JUMP application (located on our website at JUMPBoise.org <http://jumpboise.org/careers>) to careers@jumpboise.org with the position title in the subject line or by mail to 1000 West Myrtle Street, Boise, Idaho 83702. If you have any questions, please e-mail us at careers@jumpboise.org.