

RENTAL EVENTS MANAGER

Job Announcement:

The San Joaquin River Parkway and Conservation Trust (Parkway) is seeking a full time Rental Events Manager to coordinate and manage rental events at the Coke Hallowell Center for River Studies (River Center). Rental events include weddings and other types of indoor, outdoor, daytime and evening events, and daytime meetings in either of the onsite conference rooms. This position reports to Parkway's Assistant Director.

The Rental Events Manager oversees the full cycle of facility rentals at the River Center, from first inquiry through event close-out and cleaning deposit refund. This role manages renter communication, contracts and payments, vendor coordination, onsite event support, and the administrative systems that keep rental activities organized and tracked accurately. The Rental Events Manager is the primary point of contact for renters.

Key Responsibilities

Rental Agreement Management

- Respond to rental inquiries and guide prospective renters through tours, pricing, and paperwork.
- Calculate rental fees accurately based on current published pricing and event timing.
- Prepare, send, and track rental contracts, policy agreements, and invoices.
- Process and confirm renter payments, including deposits and final balances.
- Maintain organized digital and physical files for every event, from inquiry through close-out.

Event Preparation and Coordination

- Conduct regular facility walkthroughs to confirm all systems are working and indoor/outdoor spaces are clean and safe (trash, doors, lighting, restrooms); report any issues to the Executive Director, Assistant Director, and Operations Director for resolution prior to the event. Proactively communicate with the renter if an unresolved issue may affect their event.
- Maintain a weather contingency plan for rain, wind, or other extreme conditions for all event areas.
- Manage the event timeline from thirty days out through the entire rental cycle, including final walkthroughs, vendor visits, requirement deadlines, and staffing confirmation (security guards and River Center Trustees).
- Coordinate with Donor Relations Manager to ensure there is weekend trustee coverage.
- Prepare hard copies for on-site staff and trustees with event details timelines, coordinator contact information, vendor information, and site diagrams (a binder or handout placed in the Ranch House and River Store).

Marketing and Event Program Development

- Partner with Donor Relations Manager on developing and implementing creative strategies to market event rentals on social media, email newsletters, website, and other tools as applicable.
- Manage event rental webpages to ensure pricing, availability, and content are current and engaging.
- Research and identify new partnerships and program ideas to expand event rentals.
- Collect renter photos and feedback to support ongoing advertising.

Vendor and Third-Party Coordination

- Schedule, coordinate, and communicate with Parkway approved vendors.
- Communicate with security guards during the event.
- Coordinate cleaning services and trash removal around the rental calendar.

On-Site Event Oversight

- Serve as point of contact for renters, coordinators, and vendors during events.
- Oversee facility readiness before events and proper close-out after events, including the cleaning deposit checklist.

- Enforce rental policies and time limits, including applicable late fees. Communicate any issues immediately to the renter's day-of point of contact and follow up in writing.

Administrative Recordkeeping

- Maintain accurate, up-to-date records across all calendars, shared drives, and the physical event binder.
- Track event and payment activity on the Master Payable Ledger to confirm renters have paid in full.
- Process post-event refunds in coordination with the Donor Relations Manager or Staff Accountant and maintain confirmation records for renter inquiries.

Qualifications

- Previous experience in event coordination, venue management, hospitality, customer service, or related field.
- Strong written and verbal communication skills; comfortable as the primary point of contact for clients and vendors.
- Highly organized and detail oriented with the ability to manage multiple events and deadlines.
- Comfortable with basic bookkeeping and payment processing.
- Proficiency with shared calendars, cloud file storage, and Microsoft Office suite.
- Available to work evenings and weekends as the event calendar requires.
- Bilingual Spanish/English preferred.

Preferred Certifications

- CPR/First Aid
- Alcoholic Beverage Service

Physical Requirements

- Ability to walk on uneven ground and up and down stairs.
- Ability to lift and carry objects of diverse sizes and weights (up to 50 lbs.).
- Ability to push and pull the large sliding doors and gates, used to open and close facilities.
- Ability to assess and document property conditions prior to and following event.
- Ability to communicate both in person and over the phone.

This is a regular full-time nonexempt position. Weekly schedules are contingent on event rental calendar. The anticipated salary range is \$55,000 - \$62,000 based on experience. Parkway offers a flexible benefits plan, vacation, and sick leave.

Please visit <https://www.riverparkway.org/index.php/about-us/work-with-us> and submit a **resume, cover letter, and application** to Sarah Parkes, Assistant Director, San Joaquin River Parkway & Conservation Trust, Inc., 11605 Old Friant Road, Fresno, CA 93730. **Email submission preferred** at sparkes@riverparkway.org.

Parkway is committed to equal employment opportunities for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran status, disability, or any other status protected by the laws or regulations of the United States. Parkway will not tolerate discrimination or harassment based on any of these characteristics. We encourage applicants of all ages.