



Bowman's Hill

# Wildflower Preserve

P.O. BOX 685, NEW HOPE, PA 18938

## Event Rental Coordinator

### Background and Mission

Bowman's Hill Wildflower Preserve (the Preserve) was founded in 1934 with a mission to increase the knowledge and use of native plants by serving as an educational resource and destination that inspires conservation action. It is a member-supported nonprofit organization that has come to be recognized as a local treasure, a state resource and a national institution. Known regionally for its community-based programming, it is considered a statewide source for wildflowers and is the only accredited museum in the nation focused exclusively on native flora.

### Position Summary

The event rental coordinator is a crucial member of the Preserve team that directly manages event and facility reservations of the Preserve's rental facilities for third-party special events, including weddings, celebrations, memorials and meetings. The position requires superior client management, effective marketing and excellent customer service. As part of the revenue-generating arm of the organization, the ideal candidate is focused on optimizing client relations, maximizing customer satisfaction, responsibly growing the business, problem solving and creative marketing. In addition, the event rental coordinator will analyze market trends and use benchmarking to inform program pricing and contract development. The Preserve's rentals program is not a full-service program. Clients are directly responsible for deliveries, set-up (including tents, chairs, etc.), catering needs, vendor communication, alcohol service, music, etc. This position reports to the director of finance & operations.

### Responsibilities

- Proactive and timely correspondence management for clients and inquiries, including site and facilities tours
- Provide superior customer service and client attention from initial inquiry through event execution
- Contract development, negotiation and management
- Provide support during event execution, including, but not limited to:
  - coordination of deliveries, caterers, vendors, guest arrival, and traffic/parking
  - shuttling clients via golf cart between facilities as needed
  - opening/securing facilities
  - housekeeping and stocking supplies
  - problem solving any issues that may arise
- Ensure rental clients and vendors adhere to Preserve policies and procedures including, but not limited to clean up requirements, noise ordinance compliance and adherence to health and safety protocols

- Market event and facility rental program through appropriate print, digital and social media platforms in coordination with marketing coordinator
- Event photography for in-house marketing needs
- Ensure the facilities are clean and prepped with electricity and restroom service as appropriate
- Support internal events as available
- Retail services support as needed
- Other duties as assigned

## Requirements

- 2+ years of event management experience
- Excellent people skills and customer service orientation
- Flexible work schedule to accommodate variable event schedule, particularly during weekends, holidays and the busy spring/fall seasons
- Ability to maintain professional composure under pressure
- High attention to detail
- Excellent problem-solving skills
- Ability to manage large nighttime groups independently
- Excellent computer skills including Google Suite and Microsoft Office
- Experience with Adobe Creative Suite preferred

## Work Schedule

This is a permanent part-time position that depends heavily on the seasonal rental schedule, heaviest April-June and again September-October, averaging 24 hours per week. Weekend, nighttime and holiday work is required as needed for rentals that are scheduled. To accommodate that, the weekly and seasonal schedule is flexible. Up to four (4) hours of remote work per week is possible.

The Preserve is open on most holidays, including Memorial Day, July Fourth and Labor Day. The Preserve is closed on Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

## To Apply

Please send a cover letter, resume and references to:

Peter Couchman, executive director  
[couchman@bhwp.org](mailto:couchman@bhwp.org)

Visit us at [www.bhwp.org](http://www.bhwp.org) for more information.

*The Preserve is an equal opportunity employer and is committed to non-discriminatory policies. All decisions regarding recruitment, hiring, promotion and all other terms of employment will be made without regard to race, color, religion, age, gender, gender expression, sexual orientation, national origin or ancestry, marital status, status as a qualified handicapped or disabled individual, or any other impermissible factor in accordance with applicable laws.*