



The Vera Project Rentals & Operations Coordinator – Job Opening

The Vera Project seeks an enthusiastic, self-motivated, and organized *Rentals & Operations Coordinator* to serve as VERA's front desk operator, office admin, and point person for venue rentals. This position requires the ability to handle multiple projects simultaneously and flexibility in performing a wide variety of duties. No prior experience is necessary, just flexibility and open-mindedness; VERA prides itself on experiential learning, including on-the-job training.

The *Rentals & Operations Coordinator* is the primary source of information to the public, supports administrative functions on a daily basis, and creates and maintains systems for The Vera Project to operate efficiently. A passion for engaging with the public and provide information about The Vera Project is absolutely essential, as this person is responsible for answering questions and greeting folk via the phone, email, and walk-ins.

The Vera Project (VERA) is a Seattle-based music & arts venue dedicated to fostering a participatory creative culture through popular music concerts, arts programs, experiential learning, and volunteer opportunities for all ages, especially young people.

The Vera Project is an Equal Opportunity Employer. People of color, womxn, queer, transgender, and non-binary folk are encouraged to apply. VERA is committed to providing an inclusive space, open to all ages, genders, races, cultures, religions, abilities, etc. and asks all members to sign our Participation Agreement to verify their commitment and accountability to our shared values. A detailed job description is attached below.

APPLICATION PROCESS:

Please submit a cover letter, resume, and two (2) references by midnight PST on Friday, August 24th, 2018 to hiringcommittee@theveraproject.org with "Rentals & Operations Coordinator, YOUR FIRST/LAST NAME" in the subject line.

Please note, we know there are great candidates who may not fit into what we've described, or who have important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself! Or get in touch with us and simply ask, at hiringcommittee@theveraproject.org.



Position Overview: This front-facing position oversees day-to-day operations of the front desk, use of the space, as well as administrative projects and facilities needs. While working with the community on private event rentals that happen in the space, the *Rentals & Operations Coordinator* also oversees the *Administrative & Archives Intern* position and works collaboratively with our contract *Janitor*.

Key Responsibilities

- Operates the front desk and all day-to-day administrative duties, including facilitating advanced box office ticket sales, class registrations, providing excellent customer service, and sharing Vera's history, mission, and current programming with the public.
- Responsible for monitoring the info@ email account & main phone line, and responding (or forwarding to the appropriate staff person) in a timely manner.
- Works with community members on all inquiries for renting the space. This includes fielding rental inquiries, conducting walkthroughs with potential renters, writing quotes & updating contracts, collecting day-of-show & technical info, invoicing & tracking payments, and ordering tables & chairs from Seattle Center as needed.
- Works collaboratively with VERA's *Programs Director and Talent Buyer* to manage all calendar holds, program scheduling, and long-term partnerships.
- Oversees VERA's public facilities and educational offerings, including public classes and workshops, silkscreen open sessions, and private group classes. This includes maintaining class registration files and preparing materials for educational programming.
- Provides facilities upkeep by tracking janitorial supplies needed for operations, managing venue-wide storage spaces, and communicating with committees for specific needs.
- Inventory and order concessions, office, and program supplies as needed
- Handles cash, and runs point of sale for show tickets, class registration, and merch sales

Other Responsibilities

- Point person for the Vera Poster Archive: logging & archiving VERA's vast collection of screen printed show posters. This includes collaborating with the Gallery and Silkscreen Committees on all poster installations, use of VERA's archived posters, and incorporating new additions to the collection.
- Support Development staff as needed for in-house fundraising events.
- Attend quarterly members meetings to communicate progress toward goals, and show staff meetings to support staffing for rentals.



Highly Preferred Qualifications

- Ability to work collaboratively with core office staff, volunteers, members, interns.
- Ability to provide excellent customer service to community members, and succinctly communicate VERA's history, mission, and current programming to the public.
- Ability to communicate with a broad range of individuals including young people, professional musicians, city officials, and partner organizations.
- Administrative and/or event management experience, preferably in music and the arts.
- Strong written and verbal communication skills.
- Knowledge of Excel, Word, and all Google suite apps.
- Flexible schedule including evenings & weekends.
- Ability to lift & carry 30lbs (of sound equipment, concessions, etc).
- Basic knowledge of facilities management, strong organization skills, and willingness to maintain venue upkeep.
- Ability to process, absorb, and share information
- Has a strong anti-oppression lens with a lived commitment to racial & social justice
- Holds an understanding and respect for VERA's history and accomplishments while bringing new energy & vision to co-create and help sustain the next chapter
- Ability to maintain confidentiality when appropriate/required
- Background knowledge in basic audio tech and screen printing is a huge plus

Reports to: Executive Director

FTE: .75 (30 hrs/wk)

Salary: \$15 per hour

Benefits: Flexible schedule, access to VERA's resources, and a reimbursable \$50/monthly travel stipend