POSITION OPEN
Event and Room Booking Coordinator
KENNETT LIBRARY
320 E. STATE STREET
KENNETT SQUARE, PA 19348
610-444-2702

POSITION: Event and Room Booking Coordinator

BEGINNING SALARY: $25-30.00 per hour

WORKING CONDITIONS: Part-time hourly position. Hours will vary weekly based on fluctuating library demand. Must be available to work a flexible schedule which primarily includes early morning, evenings, and weekends.

APPLICATIONS ACCEPTED: Open until filled

POSITION SUMMARY:
The Kennett Library is seeking a dynamic, organized, and customer-focused individual to join our team as a Part-Time Event and Room Booking Coordinator. This role combines event coordination with room booking management, ensuring the smooth execution of events and seamless handling of room reservations. The ideal candidate will thrive in a fast-paced environment, possess excellent communication skills, and have a knack for on-the-spot problem-solving.

Responsibilities:

1. Room Booking Management:
   - Process room booking inquiries through the website, LibCal, email, front desk, and phone calls.
   - Schedule and meet with patrons who have concerns about computer hookups, room configurations, or the general layout of the spaces.
   - Maintain detailed spreadsheets for organizations
   - Create invoices and monitor payments.
   - Update the website for any changes to the booking process.

2. Event Coordination:
   - Responsible for managing all sales through HoneyBook while maintaining the platform.
   - Oversee the setup, operation, and breakdown of events, ensuring all aspects run smoothly and according to plan.
   - Serve as the primary point of contact for vendors, volunteers, and attendees during events, addressing any issues or concerns as they arise.
   - Direct event staff and volunteers on the day of the event, providing guidance and support to ensure tasks are completed efficiently.
Provide exceptional customer service to event attendees, answering questions, providing information, and resolving any issues to enhance the overall experience.

Assist with logistics management, including equipment setup, signage placement, and coordination of deliveries, as needed.

Respond promptly and effectively to any emergencies or unforeseen circumstances during events, following established protocols to ensure the safety and well-being of all attendees.

Manage post-event wrap-up, including sending management a post-event recap.

Qualifications:

- High school diploma or equivalent required; college coursework in event management, hospitality, or a related field preferred.
- Previous experience in event coordination or a customer service role is preferred.
- Strong organizational and time-management skills, with the ability to multitask and prioritize effectively.
- Excellent interpersonal and communication skills, with a friendly and approachable demeanor.
- Problem-solving abilities and the capacity to remain calm and composed under pressure.
- Availability to work evenings and weekends, based on event schedules.
- Physical stamina and the ability to lift and carry event equipment as needed.

Benefits:

- Competitive hourly wage based on experience.
- Flexible scheduling to accommodate part-time hours.
- Opportunities for professional development and growth within the organization.
- A supportive and collaborative work environment within a community-focused organization.
- Possible college credit for internship in addition to pay.

APPLICATIONS:

To apply, please submit a resume and cover letter explaining your interest in the Assistant Event & Program Coordinator position and relevant experience to Cstenta@ccls.org. Applications will be reviewed on a rolling basis until the position is filled. The Kennett Library is committed to providing equal employment opportunities to all individuals, regardless of age or educational background. We welcome candidates from diverse backgrounds and experiences to join our team.
The Kennett Library is an Equal Opportunity Employer. All employees and qualified applicants will receive consideration for employment without regard to race, color, religious belief, sex, age, national origin, disability, sexual orientation, veteran status, genetic information or any other category protected by the law. The Kennett Library will make all reasonable accommodations in the application and employment processes.

Begin your journey here!

Kennett Library