

JOB DESCRIPTION FOR FACILITIES & RENTALS COORDINATOR
(At-Will, Part-Time, Non-Exempt Position)
October 2021

Organization Overview:

Founded in 1984 by a coalition of advocates for a strong artistic and cultural force in Oakland Chinatown, the Oakland Asian Cultural Center (OACC) is dedicated to promoting Asian Pacific Islander American (APIA) culture, history, and heritage through the arts. OACC believes that cultural arts are essential to vibrant, healthy, inclusive, and equitable communities. Since opening its facility in 1996, OACC has presented numerous programs fostering cross-cultural and intergenerational dialogue and understanding, community collaborations, and social justice. To help sustain OACC's programs and operations, OACC earns revenue from renting its facilities and solicits funding from public agencies and charitable donors.

Mission:

OACC builds vibrant communities through Asian and Pacific Islander American (APIA) arts and culture programs that foster intergenerational and cross-cultural dialogue, cultural identity, collaborations, and social justice.

Vision:

OACC envisions vibrant, healthy, and just communities where diverse APIA identities and heritages are affirmed and celebrated through cross-cultural exchange, intergenerational dialogue, and educational programming.

Strategic Edge (Primary topics/issues addressed):

OACC is an Intergenerational community hub and anchor, supporting the creative community, social justice, and APIA Issues. We provide a vital communal space for cultural, artistic programming that expresses our APIA communities' rich diversity.

Job Description

The Facilities & Rentals Coordinator (FRC) is a part-time position. The FRC supports the Executive Director (ED), ensuring that the OACC premises, equipment, and systems necessary to operate and rent the facilities properly are serviceable and in good condition. This includes regularly monitoring and maintaining a clean and safe facility. The FRC will also support a robust and profitable rental program through marketing efforts and relationship building with rental clients and vendors to help support OACC's operations and programs. In addition, the FRC is responsible for superior customer experiences. The FRC reports to the Executive Director and works closely with the Development Manager (DM) and Operations Manager (OM).

Duties and Responsibilities

- Assist in managing the rentals program: follow up leads for potential new bookings through face-to-face client contact, telephone contact, and tours of the facilities; generate quotes for upcoming events
- Coordinate event-related logistics with staff, clients, and vendors; inform staff of all event details; arrange pre-event logistics, including load-in, set-up, and post-event load-out

- Prepare license agreements/contracts and invoices for ED's approval; process accounts payable and accounts receivable transactions on a weekly or monthly basis
- Assist in tracking facilities and rentals income, expenses, accounts receivables and payables, deposits, and deposit refunds
- Assist in managing OACC's master facilities usage calendar: coordinate rentals and programs activities and other use of the facilities, working closely with the OM
- Respond to all incoming event inquiries in a timely manner
- Perform other duties as assigned

Qualification

- Bachelor's degree is preferred. However, a combination of practical experience and education will be considered as an alternative.
- Experience in events management, facility management, or similar fields
- Proficient in Microsoft Office Suite, Google Suite, accounting, and CRM software and systems a plus
- Experienced in creating and managing budgets; financial tracking, and reporting
- Customer service oriented with an outgoing, patient, and professional demeanor
- Practical and efficient verbal and written communication skills
- Self-starter, great attention to detail and accuracy, analytical with the ability to exercise good judgment.
- Support and implement the mission, vision, and values of the Oakland Asian Cultural Center.
- Culturally sensitive/competent to the diversity of APIA and the Bay Area communities

Pluses:

- Bilingual - English – Any Asian language
- Food Manager's Certificate – can be obtained within 6 months of employment, paid by OACC
- An interest in Asian culture and arts

Working Conditions

- The Facilities and Rentals Coordinator is a part-time position and should expect to work 20-24 hours per week, occasionally working evening and weekend hours
- Should expect to work from the on-site office at OACC with limited work from home hours
- Position requires prolonged sitting, bending, stooping, twisting, lifting products and supplies weighing 25 pounds, and repetitive hand and wrist motion.

Terms, Benefits, and Salary:

Classification: Part-time, 20-24 hours per week

Hourly wage: \$18-\$23, commensurate with experience

Reports to Executive Director

Benefits Paid sick leave and Healthcare stipend

Job posting open until filled. To apply, submit cover letter summarizing interest, qualifications and experience along with a current resume via email to info@oacc.cc or mail to:

Oakland Asian Cultural Center
388 Ninth Street, Suite 290
Oakland, CA 94607

Oakland Asian Cultural Center does not discriminate against its community participants, employees or applicants based on race, color, religion, national origin, ancestry, age, mental condition, ability, veteran status, sexual orientation, or any other impermissible basis.