



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Site Use Coordinator/Full-time

Summary: The Suffolk County Vanderbilt Museum and Reichert Planetarium is seeking a highly organized, professional and personable **Site Use Coordinator** for a year-round, full-time on-site role. This role is a client-facing position requiring excellent communication skills, strong attention to detail, and the ability to manage multiple types of events in a fast-paced environment.

The Site Use Coordinator oversees booking and logistics for engagements, photo shoots, birthday parties, private events, public events, and corporate events while delivering an exceptional guest experience from inquiry to event execution.

The Site Use Coordinator will report to and support the Events and Venue Sales Supervisor in their role.

Location: Suffolk County Vanderbilt Museum and Reichert Planetarium, 180 Little Neck Road, Centerport, NY 11721

Status: Exempt

Range: \$55,000.00 to \$60,000.00

Hours: Year-round full-time position, **on site in person**, 35+ hours per week

Off-season (November to May): Monday – Friday

On-season (June – October): Tuesday – Saturday (weekend availability **required**)

Duties and Responsibilities include the following:

- Serve as the primary point of contact for prospective and booked clients, including couples, individuals, and corporate partners.
- Manage all inquiries, bookings, contracts and communications for photo bookings.
- Oversee employees scheduling for site use events.
- Review Altru calendar daily for bookings, additions and changes.
- Coordinate event logistics including timelines, vendor access and site preparation.
- Ensure proper dissemination of weekly site use plans to all operational and involved departments.
- Act as the on-site lead during events; partial or full weekend coverage required during on-season hours.
- Oversee event set-up, execution and breakdown, as needed.
- Ensure compliance with all site rules, contracts, and policies.

- Maintain accurate and organized records of bookings, invoices, contracts, and client communications.
- Deliver the highest level of customer service to clients and guests.
- Trouble-shoot and resolve on-site issues in a professional, calm, and solutions-oriented manner.
- Overall project management.
- Perform other related duties as assigned.

Skills:

Excellent written and verbal communication skills.

Outstanding guest first mentality and customer service.

Strong organizational, time management, and multi-tasking abilities.

Ability to manage multiple clients and event timelines simultaneously.

Meticulous attention to detail.

Problem solver and grace under pressure.

Comfortable working with a diverse range of clients including couples, families, creatives, and corporate teams.

Professional appearance and demeanor.

Intermediate computer and technical literacy.

Ability to walk the property, stand for extended periods, lift light equipment, and physically assist with event setup, as needed.

Experience:

Prior experience in events, hospitality, and venue coordination highly desirable. (Preferred)

2+ years administrative experience (Preferred)

2+ years' experience in a service environment (Preferred)

US work authorization (Required)

Valid and unexpired NYS Driver License (Required)