



Title: New Groningen Schoolhouse Rental Coordinator

Company intro:

The Zeeland Historical Society's mission is "We will link the past to the present, inspiring future generations by collecting, preserving, and interpreting the history of Zeeland and its neighboring communities. We will offer exhibits, programming, and resources that spark conversation and engage all people."

One of the venues for this mission is the Historic New Groningen Schoolhouse (NHSH). This fully restored 1882 2-room schoolhouse is an archetype for education in the turn of the century.

Job description:

The rental coordinator will be responsible for selling and directing the rental program for the New Groningen Schoolhouse and ensuring the property is maintained in good condition. The successful candidate will be proactive and energetically promote rentals to the community. This position reports to the Director of the Zeeland Historical Society.

Compensation: \$15 an hour with a 10% commission on bookings.

Hours: Flexible with an estimated 10 hours a week. Some weekends will be required based on rentals.

Location: New Groningen Schoolhouse (10537 Paw Paw Dr, Zeeland, MI 49464)

Job Duties:

- Execute marketing initiatives such as representing the program at trade shows, contributing to blog content, and posting to Facebook and Instagram.

- Promote and sell the rental program in the community, including at trade shows.
- Field and track inquiries and follow-up with clients.
- Show the NGSH to prospective clients.
- Collect payment and contract (Can be credit card, check, or cash).
- Manage the “New Groningen Schoolhouse Calendar”
- Monitor the grounds and building and coordinate with the maintenance team for any needs.
- Work with cleaning service to maintain the cleanliness of buildings before any rentals or programs.

Contact/application information:

Please send your resume and cover letter to Katelyn VerMerris at director@zeelandhistory.org.