Job Posting: Park Rental Coordinator

Title	Park Rental Coordinator
Employer	Midtown Redevelopment Authority (Midtown Houston)
Location	Houston, TX (Midtown)
Employment type	Full-time, salaried
Pay	$85,000 to $100,000 per year, plus benefits
Reports to	Director of People
Schedule	Typical weekly hours; some evenings and weekends to monitor park rentals
Application deadline	Until filled

About Midtown Houston

Midtown Redevelopment Authority (MRA) is a Texas nonprofit local government corporation that manages and operates Midtown Park and Bagby Park, Baldwin Park, Glover Park, and public green spaces in the heart of Houston's Midtown district.

About the role

Midtown Park and Bagby Park host private events, public festivals, markets, and community gatherings, and this role keeps the rental program running smoothly. As the Park Rental Coordinator, you'll be the main contact for everyone who wants to hold an event in our parks, guiding each client from first inquiry through contract, planning, event day, and wrap-up. You'll also find and pursue grants, sponsorships, and partnerships that support the parks.

This is a hands-on job for someone who is organized, enjoys working with people, and is comfortable in an office one day and on a park lawn at a 7 pm event the next.

What you'll do

Park rentals: client service and booking

- Serve as the main contact for park rental inquiries and respond promptly and professionally to clients and community members.
- Review incoming event requests, verify availability against the park calendar, ensure compliance with park rules and guidelines, recommend approval or necessary adjustments, and proactively identify opportunities to increase park rentals and event bookings.

- Manage the park rental Asana board and rental calendar from first inquiry to final follow-up.
- Prepare quotes and Park Use License Agreements, and track Booking Fee, License Fee, payments, and Security Deposits.
- Lead site visits, pre-event and post-event walkthroughs with clients to plan layout, load-in, load-out and logistics.

Contracts, insurance, and event compliance

- Track each event's advance submittals against the 30-day deadline checklist and follow up on anything missing.
- Review certificates of insurance for required coverage and additional insureds.
- Confirm required permits and staffing are in place, such as TABC, health, fire, and tent permits, and police officers and EMS.
- Collect signed vendor waivers and caterer acknowledgments.
- Conduct post-event inspections, document any damage or cleanup issues, and prepare Security Deposit reconciliations for approval.

Grants, sponsorships, and partnerships

- Identify and pursue grant funding, sponsorships, and partnerships that support Midtown Park and Bagby Park.
- Prepare sponsorship proposals and grant applications, and track deadlines, deliverables, and reporting requirements.
- Maintain relationships with sponsors and partners, including recognition and follow-up reports.

Operations, reporting, and program growth

- Coordinate with the Places Division so parks are set up, maintained, and secured for each event.
- Be on site for scheduled evening and weekend rentals to monitor events, check setup against the approved plan, and address issues as they come up.
- Track park equipment, supplies, and rental inventory.
- Keep accurate records of rental activity, revenue, and client feedback, and prepare regular reports for the Director of People.
- Send post-event client surveys and use feedback to improve the program.
- Help update rental policies, procedures, pricing, and marketing materials.
- Support marketing and outreach for the park rental program with the Director of People and the Creative Marketing Specialist.

What you bring

Required

- [2+] years of experience in event coordination, venue rentals, park or facility operations, hospitality, or a similar client-facing role
- Experience managing several projects or events at once, with deadlines, contracts, and payments
- Strong written and spoken communication, including clear, friendly emails to clients
- Close attention to detail, especially with documents such as contracts, insurance certificates, and permits
- Comfort with Microsoft Office or Google Workspace, and a project management tool such as Asana
- Ability to work some evenings and weekends to monitor park rentals
- Associate's degree or higher

Preferred

- Bachelor's degree in hospitality, event management, parks and recreation, nonprofit management, or a related field
- Experience with public spaces, municipal or special-district organizations, or nonprofits
- Knowledge of Houston event permits, such as Street Closure, TABC, Health Department, and Fire Marshal permits
- Experience with event insurance, vendor coordination, or security and EMS planning
- A track record of securing grants, sponsorships, or partnerships

Schedule and working conditions

- Full-time and on site in Midtown Houston. Office hours are typical hours, plus some evenings and weekends to monitor park rentals.
- Regular outdoor work in Houston weather, including heat, humidity, and rain.
- Commuting between Midtown Park and Bagby Park and standing or walking for long stretches during events.
- Ability to lift and carry up to 25pounds, such as signs, tables, and supplies.

Pay and benefits

- **Pay:** $85,000 to $100,000 per year, based on experience, plus benefits.
- **Benefits:** health, dental, and vision insurance; retirement plan and employer match; paid time off and holidays; parking

How to apply

Send your resume and a short cover letter telling us about an event you helped make happen to rleddy@midtownhouston.com with "Park Rental Coordinator" in the subject line. Applications are reviewed on a rolling basis. No phone calls, please.

Equal opportunity

Midtown Redevelopment Authority is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other status protected by law.