POSITION DESCRIPTION



ART & HISTORY MUSEUMS

Title: Events Manager

Status: Non-Exempt

Schedule: Full-time

Supervisor: Director of Operations

Job Summary: The Rental Manager is a key staff member responsible for special property uses, including facility rentals, by external individuals and entities.

Duties:

- Work with the Director of Operations to plan, implement, evaluate and manage all
 phases of the Operations Department's special property uses, including facility rentals;
- Coordinate with all lessees and prospective lessees throughout the facility rental process to ensure a high level of customer service and a positive experience;
- Maintain a property use calendar by scheduling facility rentals and working with each department and the City of Maitland to ensure non-conflicting dates and times;
- Coordinate with vendors on annual agreements and create new vendor relationships and in-kind service agreements;
- Develop referral relationships within the community;
- Provide oversight for rental staff;
- Work with Operations staff to ensure rental facilities are maintained and safe;
- Develop and manage budgets for facility rentals;
- Collaborate with all staff for special property uses of all budgeted projects and activities;
- Train, supervise and retain volunteers to assist with facility rentals;
- Oversee budget accounts relevant to rental revenue and expenses;
- Maintain all physical files, digital files and databases of special property uses, including facility rentals; and
- Complete other duties as assigned by the Director of Operations or the Executive Director.

Qualifications:

- Knowledge of and experience with facility rental methods and tools required;
- Superior written, verbal, and interpersonal communication skills;
- Outstanding analytical skills, problem solving skills, and presentation skills;
- Proven project-management skills with the ability to achieve results with nominal supervision;
- Excellent attention to detail;

- A team player with a strong work ethic who can develop a positive and highly productive work environment while maintaining flexibility;
- Ability to successfully interact and collaborate with key stakeholders to achieve results;
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion to meet deadlines;
- Ability to continually develop skills related to use of rapidly changing technology and communications best practices;
- Ability to adapt and be flexible in a dynamic work environment;
- Demonstrated success in working with a culturally diverse community;
- Proficient computer skills, including e-mail, Internet, and Microsoft Office, such as Word and Excel;
- Physical ability to lift objects weighing up to fifty pounds (50 lbs.), climb stairs and ladders, stoop, bend, push, pull and perform other physical duties;
- Must be available for a flexible schedule that includes evenings and weekends;
- At least three (3) years related professional experience; and
- A minimum of a bachelor's degree from an accredit college/university in a related field required.

To apply, please send your resume and cover letter to Director of Operations Danielle Thomas at daniellet@artandhistory.org.