

West Overton Village and Museums

Job Description: **Events and Rentals Manager**

- Reports to: Chief of Staff
- Supervises: Hospitality Staff and Interns
- Non-Exempt

Purpose of the Job:

This supervisory position within the Events and Rentals department leads hospitality staff and interns to generate income from the sale and execution of events and rentals at West Overton Village and Museums. Using excellent communication skills via phone calls, emails and in person visits you will make connections with the public, vendors and local business owners. A love for executing special events with many moving components will be essential to success in this role. Key outcomes will target revenue generation by effectively marketing and selling the Museum's beautiful indoor and outdoor spaces for external events such as corporate functions, charity galas, weddings, banquets and parties. Responsibilities include, generating leads, emailing clients, social media management, rental showings, staff scheduling, creating timelines, organizing vendor schedules, and reporting results. Being present during events which occur on nights and weekends is key to this role.

Essential Functions

1. In collaboration with Chief of Staff, develop and implement a sales strategy for increasing earned revenue from events and rentals.
2. Implement, manage and oversee all aspects and procedures for facility rental events. Act as point of contact for rental clients, respond to inquiries, organize facility tours, negotiate contracts, manage insurance requirements, and coordinate vendor set up and clean up.
3. Establish/maintain effective relationships with caterers, bartenders, and other vendors. Implement and manage list of preferred vendors (rental companies, florists, caterers).
4. Supervise hospitality staff by scheduling, directing, and monitoring activities within the approved payroll budget.
5. Maintain event calendar; and act as on-site manager during events.
6. Assist with logistics for Museum in house events, including scheduling and supervising event staffing/volunteers, arranging for food, flowers, liquor, music, etc., obtain contracts and permits, budgeting and accounting of event income and expenses. Where possible, secure in-kind contributions and food and beverage sponsorships. Reports detailed financial and attendance data for each event.

Minimum Qualifications

1. 3-5 years of supervisory experience in hospitality sales, food and beverage, or marketing and communications.
2. Self-starter with strong interpersonal skills.
3. Must have open evening and weekend availability.
4. Demonstrated writing and communication skills
5. Demonstrated knowledge of and experience with social media
6. Strong emphasis on organization and planning with proven ability to work fast, efficiently and thoroughly. It is essential that you are self-motivated, energetic, and extremely organized.

Licenses

1. Valid PA driver's license

Working Conditions

1. Large 12-Acre Campus with a variety of buildings and outdoor spaces.
2. Public office accepting client visits for tours and planning sessions.
3. Evenings and weekends required
4. Ability to lift or move at least 25lbs. Move tables and chairs.
5. Administrative office is located on 3rd floor – stairs are required.
6. Vehicle: Requires own vehicle transportation, a valid driver's license and car insurance. Vehicle occasionally needed to transport booth displays and materials.

Salary/Benefits

Salary range: \$12.00 - 15.00/hour

Hours: Variable days and times 30 - 40 hours per week.

Benefits: Benefits package available after 60 days employment

To Apply

Qualified candidates should submit their resume and cover letter electronically to Aleasha Monroe at Jobs@westovertonvillage.org . Please note position title in your subject line.