



Position Title: Events Manager

Reports To: Executive Director

Salary Range: \$20-23.00/hour

Schedule: 20-24 hours per week; Flexible to accommodate evening and weekend programs and rentals.

Position Overview

The **Events Manager** is responsible for managing facility rentals and special events, supervising staff, and supporting marketing initiatives. This role requires oversight of the building calendar, coordinating details for all rentals, managing special event logistics, ensuring smooth operations, and providing a high-quality guest experience.

Essential Duties & Responsibilities

1. Facility Rentals

- Manage contracts for customer rentals, including processing applications, creating contracts and invoices, and following up on required paperwork (insurance, payments)
- Develop and maintain rental information packets; coordinate with website designer to keep information current (rules, regulations, fees, forms)
- Meet with clients to review plans, room layouts, costs, schedules, and rules
- Coordinate with caterers, decorators, florists, and event planners as needed
- Schedule contract security staff for events
- Provide on-site supervision during events
- Schedule and supervise staff and volunteers for event setup, breakdown, and other activities
- Be available to assist with event setup, breakdown, and other operational tasks as needed
- Collaborate with Office Manager to record revenue, process additional charges, initiate refunds, and manage security deposit returns

2. Special Events

- Supervise logistics and planning for in-house, offsite, and online special events, including various fundraising events, Holiday Artisan Market, Block Party, and exhibition receptions
- Calendar and coordinate event logistics, including setup, catering, and equipment rental
- Secure permits as required
- Coordinate creation of event materials (logos, advertising, social media posts, postcards, signage)
- Manage ad hoc event committee meetings as needed
- Provide on-site supervision and coordination during events
- Supervise and assign staff and volunteers for event setup, breakdown, and related tasks
- Review event outcomes, evaluate success and challenges, and recommend improvements for future events

3. Calendar Oversight

- Create and maintain calendar items for all rentals and in-house programs/events
- Schedule and supervise staff for event setup, breakdown, and supervision
- Manage the facility calendar and program the HVAC systems for room use as needed

4. Marketing

- Research and recommend marketing opportunities to promote facility rentals
- Create and schedule social media posts related to events and rentals

5. Building Supervision (During Open/Public Hours)

Opening & Closing:

- Open the building, ensuring cleanliness, lights, and rooms are ready for public use
- Close the building, including cash drawer reconciliation, security checks, and setting alarms

Front Desk/Gift Shop/Gallery:

- Manage volunteers and coordinate activities at the gallery, front desk, and gift shop
- Answer phones and respond to visitor inquiries
- Assist customers with admissions, registration, and purchases
- Monitor gallery activities and gift shop systems as needed

Cash Handling:

- Reconcile cash register on closing

Events, Programs & Rentals:

- Operate and troubleshoot audio-visual equipment and HVAC systems
- Set up and take down tables and chairs before and after events if needed
- Manage emergency situations (fire alarms, guest incidents, mechanical failures) and communicate with emergency personnel and technicians as necessary
- Monitor patron behavior and respond to issues to protect the facility from damage or liability
- Supervise volunteers, custodians, and private security personnel as needed

6. Other Duties

- Perform additional duties as assigned to support the operations and mission of the Carnegie Arts Center