



**TITLE:** Events and Rentals Manager

**REPORTS TO:** Executive Director

Under limited direction, the Events and Facility Rentals Manager will produce and manage all special events for the museum, including annual celebrations, workshops/classes, Four Mile Free Days, fundraising events, special performances, community receptions, and other friend-making/brand-building opportunities, as well as manage all external facility rentals.

The position will manage administrative staff (Events & Facility Rentals Assistant) as well as supervise event volunteers.

**KEY ROLES (Essential Job Responsibilities)**

**Special Events**

- Conceptualize, plan, implement, and manage all special events using creativity to execute the vision of events while meeting organizational funding, attendance, and strategic goals
- Secure corporate sponsorship/negotiate in-kind donations to help underwrite events and work closely with appropriate staff to ensure recognition and tracking of contributions
- Collaborate with Four Mile staff to secure resources (e.g. volunteers, interpreters, ads, etc.) needed to execute and promote events
- Schedule vendors, obtain proper permits and materials, and generate necessary contracts for each event
- Manage all budgetary aspects of events, including ticketing, invoicing, and income/expense tracking

**Facility Rentals**

- Build income through the promotion and rental of FMHP's indoor and outdoor spaces to external organizations
- Serve as the point person for all facility rental clients and inquiries, ensuring a positive rental experience, and increasing repeat business
- Develop and maintain positive working relationships with rental clients, and actively seek out new clients through participation in professional associations and tourism-focused organizations and businesses
- Develop, implement, monitor and maintain policies and procedures for all components of an operational plan for facility rentals
- Manage facility rentals staff to ensure coverage for all rentals
- Oversee all budgetary aspects of facility rentals, including invoicing and income/expense tracking
- Secure all permits, insurance and ensure compliance with all terms of rental agreements for the safe and sustainable use of the facility

- Maintain a preferred caterers/vendors list and makes sure that qualifications and requirements are met

#### **Administrative**

- Maintain updated shared resources (calendars, etc.) for both events and rentals
- Report monthly goals to the Executive Director, including sponsorship revenue, event expense projections and forecasts
- Other duties as assigned

#### **REQUIRED SKILLS/KNOWLEDGE**

- Bachelor's degree or equivalent combination of education and experience
- Minimum of 1-2 years of experience in the field of event production and event management
- Demonstrated ability to assume a leadership role and to establish and maintain effective working relationships with clients, colleagues, volunteers, and members of the public
- Experience training, supervising, and motivating staff
- Knowledge of catering, banquet and event planning best practices with experience coordinating contractors and services
- Superior organizational, communication, and customer service skills
- Proven ability to manage multiple tasks while maintaining attention to detail
- Ability to work independently as well as part of a small, integrated team
- Knowledge of financial record-keeping practices and procedures
- Tech savvy with a working knowledge of Microsoft Office software and social media platforms

#### **PREFERRED SKILLS/KNOWLEDGE**

- Experience managing special events within a museum environment
- Cold call sales experience and customer relationship building experience is highly desirable

#### **ENVIRONMENTAL AND WORKING CONDITIONS**

- Work is in a combination of office and "on the floor" environments and will involve a combination of office work and time in the front of the house with visitors and staff
- Must be able to sit and/or stand for extended periods of time, depending on duties
- Must be able to lift objects up to 30 lbs.
- Must be able to set up and tear down equipment, such as tables, chairs, decorations; physical abilities to reach, twist, bend and lift are required
- Occasional exposure to various weather conditions

#### **SCHEDULE & COMPENSATION**

Full time, 40 hours/week on a flexible schedule to accommodate regular weekend and after-hours work. Hours are generally Monday – Friday. May require irregular hours (evenings, weekends). Salary low to mid-\$30,000s with health benefits, vacation and sick time, and retirement plan (Simple IRA) contribution option.

To apply, submit a cover letter and resume to Laura Hiniker at [laurah@fourmilepark.org](mailto:laurah@fourmilepark.org). No phone calls please.

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor be interpreted as, a comprehensive inventory of all duties, responsibilities, and objectives required of employees assigned to this job. Four Mile Historic Park is an Equal Opportunity/Affirmative Action Employer, M/F/V/D.*