



GLEN ECHO PARK

Glen Echo Park Partnership for Arts and Culture

Events & Venue Manager

May 2022

Bethesda area arts organization seeks a full-time **Events & Venue Manager**. The ideal candidate will have knowledge in planning and executing public events, experience managing schedules of multiple venues, and managing event staff. The Events & Venue Manager will be responsible for the overall management of event spaces, including the historic Spanish Ballroom, Ballroom Backroom, historic former Bumper Car Pavilion, multipurpose classrooms, and other Park venues. This position will also work closely with the Executive Director, staff and various stakeholders to support the social dance and public events program. This position requires the candidate to be onsite in-person for work in the office and present at dances, festivals, and other Partnership events.

The Glen Echo Park Partnership for Arts and Culture is the nonprofit organization that operates the arts programs and facilities at Glen Echo Park, a National Park located in Montgomery County. Glen Echo Park is a community of artists, educators, dancers, and performers who share their knowledge and expertise with participants and audiences of all ages and skill levels. The Partnership is dedicated to encouraging public participation in all that the Park has to offer.

Reports to: Site Operations Manager
Oversees: Rentals Associate and hourly Hall Managers

Duties and Responsibilities:

Venue Booking and Social Dance Program Administration

- Oversee all bookings for venues for dances, events and rentals at Glen Echo Park venues
- Work with program staff and Rentals Associate to manage the master events calendar and calendars for all Park venues
- Oversee Rentals Associate in the management of facility rentals, including executing contracts, tracking payments and working with clients on logistics
- Write and execute contracts with social dance presenters
- Communicate and coordinate with social dance presenters to confirm event logistics, contracts, and ensure correct and timely payments
- Communicate rules and regulations to dance organizations and ensure adherence
- Support Social Dance RFP process and annual dance calendar planning
- Manage any presale ticketing for dance events in conjunction with accounting department
- Coordinate with program managers/consultants regarding concerts and dances and overall dance program calendar planning
- Work with Marketing Team and social dance presenters to ensure event/social dance information is on the Partnership's website and other marketing materials or communications
- Track all financial information for dances and rentals; reconcile invoices and payments monthly with Business Manager
- Create monthly reports for dance income and attendance for the Site Operations Manager

Events Operations and Staffing

- Supervise Rentals Associate communications with caterers and approval of additional caterers
- Communicate with café operator and manage café operations contract
- Coordinate specialty food for festivals, including managing agreements/contracts and tracking payments
- Hire and supervise hall managers (event staff); work with Rentals Associate to develop staffing schedule on monthly basis
- When necessary, act as onsite hall manager depending on event schedule and needs.
- Be available as back-up to Rentals Associate for onsite management of larger rentals as needed.
- Be available after hours to troubleshoot any venue issues by phone. Coordinate "on call" schedule with Rentals Associate.
- Work with the Site Operations Manager and Facilities and Maintenance Supervisor to schedule any pre-event cleaning or other specialty venue needs.

Special Event Logistics and Planning

- Plan and implement site and venue logistics for Park-wide festivals and public events (6-8 per year).
- Plan and implement logistics for Partnership-produced concerts and dances and serve as on-site staff manager.
- Supervise Rentals Assistant's support of development events such as the annual Gala in the Park and assist with logistics for Member/Donor Appreciation events

Venue Operations

- Coordinate with operations and facilities staff to ensure work orders are fulfilled to ensure venues are maintained for weekly events.
- Work with program staff and Rentals Associate that the correct equipment (i.e. tables, chairs, etc) are in appropriate venues.
- Ensure lighting and sound equipment in performance venues are maintained and work with Site Operations Manager for any necessary repairs or improvements. Oversee approved sound techs in the maintenance of the in-house sound systems.

Hours:

Regular hours for this position are Tuesday through Saturday 9:30 am – 6 pm with Sunday and Monday as scheduled days off. This position will be required to work weekends and evenings as events require, therefore hours will vary but not exceed an average of 40 hours per week. Compensatory time will be given in the same month for event time worked if work hours exceed 40 hours per week.

Salary and Benefits:

This role is a permanent full-time position and exempt from overtime. Salary range is \$50,000-\$55,000 dependent upon experience. Benefits include:

- 2 weeks paid vacation annually, increases after 12 months employment
- 10 Paid holidays annually
- 7.5 paid sick/personal day annually
- 401(k) available after 12 months employment
- Health plan offered after 3 months employment
- Long term disability plan

Candidate Requirements:

- A minimum of five years prior event and/or facility management experience
- B.A. required
- Excellent organizational, written and verbal communication skills
- Proven experience with events logistics for large public events and/or multi-venue events a plus
- Strong time management skills and ability to work independently
- Superb customer service skills and ability to positively represent the Partnership at events
- A positive “can do” attitude and a team player
- Ability to have a flexible schedule for events, as needed, including working evening and weekends
- Strong computer skills and proficiency with Microsoft Office Suite, Google Suite, and internet use
- Familiarity with Macs and project management software (Wrike) preferred
- Must be able to speak and understand English fluently

Physical and Other Requirements:

- The work includes a variety of tasks, which are generally physical in nature, sometimes requiring handling equipment and material in excess of 40 lbs. Must be able to climb ladders and move equipment such as folding chairs and tables.
- Applicant must have reliable transportation since public transportation to Glen Echo Park is not always readily available.
- Must be able to walk or stand on your feet up to 90% of the event while working in a multi-facility environment with extensive park grounds and a variety of facilities both historic and renovated. Many of the buildings have stairs.
- Current COVID-19 vaccination required. Onsite staff must adhere to CDC and state health guidelines and protocols.

To Apply:

Please send resume and cover letter to: jobs@glenechopark.org with “Events & Venue Manager” in the subject line. By mail, send to: GEPPAC, 7300 MacArthur Blvd., Glen Echo, MD 20812. Applications without a cover letter will not be considered. No phone calls please.

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