

SPECIAL EVENTS MANAGER

Individual will report to Atlas Performing Arts Center's Director of Programming

Status:

Full-time (exempt)

Job Summary:

Develop, implement, and secure special event rentals for the Atlas Performing Arts Center for external clients as well as overseeing all Atlas driven special events, community engagement activities (including but not limited to pre and post performance receptions) and artist hospitality. Focus is on maximizing income and patron participation, while delivering a high level of customer service.

Supervisory:

Special events support staff and volunteers

Essential Duties:

Prospect for client leads including but not limited to cold and warm calling, attending fairs, as well as civic and social networking events. Engage and manage scheduling and communication with all client rental leads in a timely manner.

Build relationships and contacts with local vendors, restaurants and other individuals and businesses within the food and events service industry. Manage all vendor relations including but not limited to catering, transportation, valet parking, food and beverage control and licensing. Coordinate with local restaurants, caterers and food truck operators to enhance food offerings as necessary.

Build relationships with organizations and businesses within the public and private sector to develop prospective special event clients for the Atlas.

Oversee and manage all marketing and promotion for special event usage and rental including but not limited to web, social media and advertising along with the creation and development of marketing collateral in conjunction with marketing and communications staff.

Oversee, schedule and conduct all showings of the space for potential clients in conjunction with production staff.

Solicit, negotiate and execute all contracts for special event usage and community engagement activities and initiatives overseeing all client relations and customer services.

Oversee and manage the rental and logistical use of all Atlas venues and spaces for special event usage, as well as Atlas driven special events and community engagement activities and initiatives. Ensure all special events and community engagement activities and initiatives are scheduled and recorded in Atlas event management system (EMS) for proper scheduling and coordination with all other scheduled performances, rehearsals and space usages.

Serve as day-of-event contact to manage and oversee all logistics and client relations.

Coordinate the management and success of all special event and community engagement activities and initiatives across all departments including Programming, Communications, Development, Production, Front of House, Facilities and Finance. Work in conjunction with development, marketing and patron services to coordinate volunteers for special events as needed.

Oversee and manage all hospitality as contracted for artists presented by the Atlas and internal events as needed. Coordinate pricing, sales, display and manage onsite inventory for artists who contract to sell merchandise.

Manage and ensure that all certifications and licenses are in place and up to date including, but not limited to ABRA (liquor license and voluntary agreement), and food handling requirements. Candidate must have or be able to obtain all above licenses.

Manage all budgets for special events, community engagement activities and artist hospitality. Manage all administrative duties and reporting requirements as necessary.

Maintain linens, tables, chairs and other special events equipment inventory.

Qualifications:

Candidate must be an organized, outgoing, self-starting, creative individual comfortable networking and communicating with artists along with individuals and groups from government, businesses, and civic and cultural organizations. Candidate must have excellent communication skills, oral and written, along with a strong ability to multi-task and ability to work a flexible schedule (day time, evenings, weekends) as business needs dictate. A minimum of 5 years experience in corporate and/or special events management, restaurant experience, and/or catering experience needed. Demonstrated experience in staff management, excellent customer relations skills, strong financial management skills and logistical coordination, and superb attention to detail. Knowledge of local vendors is a plus. Experience in Google Calendar/Docs, Excel/Spreadsheets and Adobe Creative suite preferred. Candidate must be able to work a flexible schedule on occasion (daytimes, evenings, weekends) as business needs dictate for performances and special events.

Work Environment:

Ability to work in fast-paced, dynamic environment. Evenings and weekends are required. Must be able to lift up to 50 lbs, stand for long periods of time, and climb a ladder.

Benefits:

Health and dental insurance, paid vacation, holiday, personal days and sick leave. Discounts on performance tickets may be available.

Salary:

Competitive, depends on experience.

To apply:

Atlas Performing Arts Center is an equal opportunity employer. We welcome applications from all qualified candidates. Candidates should submit a cover letter, resume, three professional references, salary history and requirements and three writing samples to humanresources@atlasarts.org.