



## **Facility Rental and Events Manager** (January 2021)

Join us at the largest public museum in the world dedicated to signs! The American Sign Museum seeks a dynamic, detail-oriented individual to join our staff as we expand our private rental program.

The **Facility Rental and Events Manager** is responsible for the marketing, selling, and day-of management of private rentals as well as providing support for select Museum-sponsored events and programs. A key role within the American Sign Museum, this position will be required to meet annual sales goals as the rental program is a significant source of revenue for the Museum. In addition to having strong communication and organizations skills with the ability to multi-task, the successful candidate will demonstrate the maturity and poise to manage a broad range of clients with utmost professionalism and tact. Specific responsibilities fall into three areas:

### **1. Event Operations**

- Responsible for the life-cycle of all facility rentals: initial inquiry and potential clients walk-through and meetings; executing proposals, contract negotiation, and closing sales; production notes, floor plans, and vendor communication; internal calendar upkeep and P&L tracking; and event set up, breakdown, and post-event client follow-up.
- As the on-site event manager, this position is responsible for the care and protection of the American Sign Museum's most valuable asset - its collection. Supervision, direction and coordination of personnel, subcontractors and vendors activities to successfully and safely execute all aspects of facility rentals.
- Establishes and maintains operating protocols and procedures for facility rentals. Builds and manages event timelines, logistics and tracks contractual obligations. Prepares the Museum for event load-in/set-up, execution, and load-out/breakdown.
- Working with the organizing ASM department, this position will assist with internal fundraising and cultivation Museum events as well as support public events and programs where ASM vendors or service personnel are included.

### **2. Sales and Marketing**

- Responsible for selling private events, including weddings, celebrations, and corporate events to external clients. Proactively secures new clients through incoming inquiries, outreach, cold-calling and networking; attends industry meetings and networking events; and continues to meet with vendors to increase ASM's visibility.
- Generates a strategic marketing plan to meet annual sales goals; monitors, evaluates and revises plan as necessary. Cultivates and builds regional support with a broad range of relationships promoting the museum and increasing rental opportunities.
- Offers ongoing analysis and assessment of the rental program, including pricing and procedures, keeping the ASM competitive while maximizing revenue opportunities. Ensures external listings for the rental program are accurate and up-to-date.

### **3. Administrative**

- Recruits, trains and manages the ASM services team for execution of events; ensures appropriate training of personnel as dictated by State of Ohio law and/or ASM insurance.
- Prepares contracts, oversees payments and insurance forms, and develops and maintains rental program budgets.

- Sources and manages relationships with vendors and suppliers, including management of preferred caterers program. Responsible for purchasing and maintaining appropriate events related supplies & inventory.
- Maintains events records and files, including purchasing, event invoices, and profitability reports. Determines and executes appropriate responses to problems and emergencies during events, handle guest complaints, and perform other duties to promote goodwill.

This position is full-time, reporting to the Director of Operations. A flexible schedule is required with a majority of events scheduled on evenings and weekends. Qualified candidates must be self-motivated, possess excellent communication skills, and demonstrate strong attention to detail. Candidate should also possess strong initiative, problem-solving skills, and sound judgment. This position summary is not to be considered an exhaustive description of the responsibilities which may be required.

A bachelor's degree with four years' experience in sales, event planning, or a closely related field.

Please send cover letter, resume and salary requirements to [ckearns@americansignmuseum.org](mailto:ckearns@americansignmuseum.org)

No calls, please. The American Sign Museum is an Equal Opportunity Employer.