

## POSITION DESCRIPTION

|                        |  |
|------------------------|--|
| <b>POSITION TITLE:</b> | <i>Special Events Manager</i>  |
| <b>REPORTS TO:</b>     | <i>Operations Director</i>   |
| <b>WORK SCHEDULE:</b>  | <i>Approximately 40 hours per week, primarily between Tuesday through Saturday</i>   |
| <b>COMPENSATION:</b>   | <i>Salary - \$55,000 - \$65,000 (depending on experience), plus benefits that include Paid Time Off, Health Coverage, Ski Pass</i> |

### POSITION SUMMARY

The Special Events Manager will be the primary staff person for managing rentals at TACAW as they work to support the nonprofit's mission of presenting exceptional performing arts events. The Special Events Manager will respond to rental inquiries and serve as the primary point of contact for confirmed rentals. They are tasked with coordinating across all aspects of the organization to ensure that rental requirements are met and that rental events are executed at the highest level. The Special Event Manager will be the onsite contact and lead during rentals. Candidates should be comfortable interfacing with the public and taking on the numerous tasks associated with operating a performing arts center. The position is a full-time position.

### PRIMARY RESPONSIBILITIES

1. Assist with set up, execution and tear down of TACAW events.
2. Respond to rental inquiries in a timely, effective and proactive manner.
3. Maintain and accurately record all rentals into the organization's calendar.
4. Assist in creating rental estimates, contracts and invoices.
5. Coordinate rental details (set-up, schedules, staffing, etc.) by communicating with Operations Director to ensure all needs are met.
6. Assist in creating facility rental guides and promotional flyers for public use with the Operations Director.
7. Schedule and provide venue tours.
8. Identify and implement strategies for securing new and repeat clients.
9. Serve as an integral member of the TACAW team and assist in creating a culture of collaboration to achieve the mission of the organization.
10. Other duties as assigned.

### SECONDARY RESPONSIBILITIES

1. Exhibits appropriate phone, email, and in-person etiquette, and responds to phone and email messages in a timely fashion.
2. Evidence of good work habits including but not limited to being on time, arriving prepared for meetings and events, being responsive, and following through on all patron and staff requests.
3. Exhibits a positive attitude when engaging with patrons, donors, and fellow staff.
4. All personnel are required to perform duties outside of their normal responsibilities from time to time, as needed.
5. Other duties as assigned.

### REQUIREMENTS

1. Relevant experience in a performing arts environment.
2. Computer proficient (Google Drive application suite, Arts People, Neon, and Prism are current systems at TACAW)
3. Excellent oral & written communication skills (in-person, by phone & by email).

4. Be comfortable with a flexible work schedule based on a programming calendar.
5. Passion for the performing arts and a belief in the mission of TACAW.
6. Positive, engaging personality and professional appearance.
7. Willingness to wear many hats and be a team player.
8. Ability to stand, walk, bend, etc. for extended periods, and lift 25 lbs.
9. Ability to work well with people from a variety of backgrounds.
10. Ability to work well under pressure in a fast-paced environment.

#### Other Notes

- a. Relocation assistance may be available for the right applicant.
- b. Access to employee housing may be available.
- c. Employee medical insurance provided.
- d. Employee Aspen SkiCo ski pass provided (or equivalent dollar value).
- e. Comp tickets to shows provided.
- f. Candidates must be able to pass a background check.
- g. The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all job duties performed by the personnel so classified. Management reserves the right to revise or amend duties at any time.
- h. This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. Critical features of this job are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons.

#### TO APPLY

Please send a cover letter and resume to: [info@tacaw.org](mailto:info@tacaw.org).