



POSITION: Venue and Events Manager

Park Square Theatre and Steppingstone Creative Learning encourages applications from qualified candidates from visible and invisible minority groups, women, Indigenous persons, persons with disabilities, persons across the spectrum of sexual orientation and gender identities, and others with the skills and knowledge to productively engage with diverse communities. We are committed to hiring on merit and to removing barriers in employment policies.

DESCRIPTION: The Venue and Events Manager ensures that the facilities and outside rental event planning are consistent with Park Square Theatre and SteppingStone Creative Learning standards for hospitality, maintenance, cleanliness and planning. The position works with the leadership of Park Square and the Production Department to coordinate maintenance of all areas within our Venue and to ensure that outside rental events are contracted and appropriately staffed and supplied with tech needs. This position is a key part of the community experience of our programs and those of our partners.

The most competitive candidates for the position are self-motivated, collaborative, detail focused professionals who are passionate about our mission, driven by equity and skilled in facility management. We seek a strong self-directed individual with a background in building, basic theatre technology, and managing outside vendors and small teams. Written and oral communication skills are important, and the ability to learn facility software (HVAC controls and other) is essential. This individual will work with community arts and corporate entities to rent space as the season allows. Scheduling flexibility, with some evening or weekend hours on an as needed basis, are required. This position contributes directly to the mission of the organization as a “your theatre for life,” supporting excellent artistry, creative learning, and opportunities to develop as a human being and an artist, whether a professional artist, learner, or an audience member.

This is the ideal position if: You love theatre and working with creative people to make big things happen for the community of young people, adults, families, artists, donors, and community organizations that comprise the PST/SST community. The new combined vision will lead to substantial growth of the organization, and your passion and skills will grow and develop alongside an exciting team of change-makers. You are committed to superior customer service at all times and focus on getting the details right. You love seeing success from your efforts and

expect that planning and execution will get the job done. This position is full-time, but we are flexible in crafting a position or transition period for the right candidate.

Reports to and close associates: Position will report to the Director of Production for the 2022-2023 fiscal year and then will join the Operations and Finance Team. This position manages outside vendors and contractors and a small team of PT event support employees.

MAJOR RESPONSIBILITIES & TASKS

Facilities (80%)

- Schedule and supervise custodial contractor.
- Schedule preventative maintenance and repairs on all building systems.
- Coordinate daily maintenance work to include carpentry, electrical, refrigeration, plumbing, painting, and other operations work as necessary.
- Manage inventory of equipment; custodial and event supplies.
- Responsible for inspection of the physical condition of the facility, making changes and repairs as necessary.
- Maintain professional relationships with vendors, staff, personnel of the facility and various agencies (contractors, fire inspection, elevator, sprinklers, etc.) to accomplish compliance with codes and to resolve building maintenance needs and concerns.
- Efficiently schedule HVAC systems to meet event and daily operational needs.
- Be familiar with (or willing to engage in training) in safety and compliance procedures as needed.
- Integrate the maintenance activities with the programming activities of the building.
- Monitor expenses.
- Analyze operations data and recommend building modification, equipment updates, or changes in operating procedures to maximize energy efficiency.
- Develop and maintain necessary records and reports such as: equipment and supply inventories, accident and damage reports, monthly expense and activity reports.

Rentals (20%)

- Leads the rental planning process from intake, detailing, follow-up with planners, room set-up, and day of execution and closing out of the events
- Analyze event information to meet users' equipment and service needs, prepares staff schedules and work plans for setup, operation, and teardown crews.
- Schedule, supervise, work with, and evaluate skilled and semi-skilled workers engaged in setup, operation, and tear down of events related equipment, maintenance, and custodial services.
- Takes lead on the coordination and support of all onsite meetings and events.
- Manages multiple events at a time.
- Build and manage partner relationships including identifying experiences, opportunities for improvement, and developing new programs that can be tailored to future events
- Monitors meeting spaces to ensure they are clean, maintained, and ready for use.
- Develop and maintain a comprehensive vendor list for events.

- Provides monthly event reporting.

POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES:

Supervisory Responsibility: Yes

Required:

- The candidate must have a two-year degree or two years of experience in building, theater activities, and mechanical repair. Other combinations of training and/or experience that can be demonstrated to show the possession of knowledge, skills and abilities necessary to perform the duties of this position will also be considered.
- Thorough knowledge of methods, practices, equipment and machinery used in setups, operation, and teardowns of general public facility maintenance procedures.
- Knowledge and ability to execute safety programs.
- Working knowledge of occupational hazards and of necessary safety precautions.
- Ability to supervise, train necessary staff.
- Ability to develop budget recommendations and to prepare and maintain records relative to event labor costs.
- Must be able to utilize standard computer systems for both building (HVAC, fire, etc.) and administrative (word processing, spreadsheets, etc.) purposes.
- Ability to work with minimal supervision, establish priorities, and prepare budgets.
- A commitment to racial equity and social justice

Status:

- Permanent, full time

Compensation:

- Consistent with our current salary scale, the salary range for the position is competitive with nonprofit market rate and commensurate with experience at \$42,000-46,000. The organization offers competitive benefit packages and a flexible work environment

How to apply:

- PLEASE SUBMIT A RESUME AND COVER LETTER to mclaughlin@parksquaretheatre.org
- Position is open until filled, applications accepted until September 16, 2022

Posted September 1, 2022