

## **Wells Fargo Center for the Arts Job Description**

**Job Title:** Events Manager  
**Department:** Events  
**Reports To:** Director of Operations  
**FLSA Status:** Exempt  
**Approved Date:** 8-09

### **Summary**

Manage the Events Department by advance planning of on-site events, coordinate daily schedules, and on-site logistics for all event activity. Liaison between the Events Department and all internal/external clients.

**Primary Responsibilities** include the following. Other duties may be assigned.

### **Events**

- Ensures public safety and prepares reports and correspondence as required
- Responsible for full function of daily logistical operations of facility to include presentation of performing arts, rental spaces, and events (both internal & external)
- Assists the Director of Operations with the administration of Artifax (master calendar) and oversees all facility event scheduling, logistics, and executes what is contracted
- Assists the Director of Operations to oversee the volunteer Guild beverage service
- Works with County, State and National Regulatory agencies to comply with all regulations, law permit and licenses for event based programs
- Finalize post rental event reports
- Provide resources (i.e. staff labor and planning) and licenses to enable execution of all Guild beverage services
- Advances on-site events by working with rental clients, internal staff, technical staff, and outside vendors
- Reviews daily event agenda to ensure that all services and necessary preparations are in order
- Scheduling of:
  - Events staffing
  - HVAC systems
- Coordinate and supervise all aspects of Events management
- Tracks and orders all Event's inventory (i.e. dry goods, beverage, and linen inventory)
- Allocates and bills for labor and material costs
- Oversee security vendor as needed in partnership with Production Manager
- Responsible for maintaining appropriate levels of staffing in Events
- Inspects facilities, grounds, and equipment before, during, and after events to determine conditions; ensure proper follow up happens as needed

### **Supervisory Responsibilities**

Directly supervises 2 full time Events supervisors and 3 Crew Chiefs who oversee 10+ employees in Events.

### **Qualifications**

Minimum of a Bachelor's degree (B.A.) from a four-year college or university or equivalent experience; experience with background in facilities, maintenance, events management, and production.

### **Critical Skills**

- Ability to manage complex plans; work effectively under constant pressure deadlines; requires excellent organizational and time management skills, and tremendous attention to detail (i.e. verify accuracy and consistency and help others understand the reason for mistakes).
- Analytical skills to interpret data and prepare conclusions and recommendations based upon information collected.
- Knowledge of financial management to allocate resources, prepare and manage Event's budgets, analyze financial data, and project expenses
- Strong leadership and mentoring skills; ability to lead large department including part-time entry level employees
- Strong interpersonal and communication skills; ability to articulate ideas clearly and concisely, in both written and oral format
- Ability to assess if a venue or room for vacancy readiness—ability to identify temperature issues, missing details/conditions including cleanliness, spelling, anything out of place, safety hazard, etc.
- Working knowledge (i.e. terminology, processes, and roles of the Events team) of a performing arts center
- Ability to represent the Center and the goals of the Operations department by leading and collaborating across a broad range of other organizations and agencies in the community.
- Knowledge of building code, fire code, public assembly.
- Knowledge of food and beverage service and ability to work with volunteer force and caterers.
- Must collaborate effectively with all departments.
- Proficient with Artifax and Windows suite.

#### **Measures of Success**

- Meet fiscal goals of the budget (i.e. operating and capital budgets).
- Compliance with all federal, state, and local ordinances and requirements
- Positive patron and client experience through excellence in service and facility
  - Measured through post rental surveys, show reports, patron surveys, and other facility users
- Events team performs at a high level of excellence; Events team maintains a positive attitude about the Center

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The Wells Fargo Center for the Arts is committed to creating a diverse work environment and is proud to be an equal opportunity employer.

#### **To apply:**

Send cover letter and resume to [sarahg@wellsfargocenterarts.org](mailto:sarahg@wellsfargocenterarts.org)