

HUNTSVILLE MUSEUM OF ART

Position: Facility Rental Manager

Department: Facility Rental Department

Reports to: Executive Director

Employment: Full-Time with benefits; Exempt; 40 hours per week

Position Overview:

The Huntsville Museum of Art (HMA) is looking for an enthusiastic Facility Rental Manager. The ideal candidate must possess an outgoing and creative personality, have outstanding communication skills (both written and oral) and be able to successfully interact with staff and community partners on a regular basis to help promote the Museum as an ideal venue for a wide variety of both private and corporate events, such as weddings, receptions, business meetings, parties, luncheons and more. This person must always maintain a clean and professional appearance.

Full-time benefits are available after one year of employment. Candidate must be flexible with the hours and able to work evenings and weekends when special events arise. Periodic evening and weekend availability is required to support after- hours and weekend appointments. Recurring Saturday office hours anticipated.

Company Overview:

The Huntsville Museum of Art sits in Big Spring Park and works as a magnet for cultural activities. Founded in 1970 by city ordinance of the Museum Board of the City of Huntsville, the Museum serves Huntsville and Madison County's combined population of 420,000 residents. *The mission statement of the Museum is to bring people and art together through acquiring, preserving, exhibiting and interpreting the highest quality works of art.* The mission statement is based on two beliefs: An understanding that the arts enrich lives; and that visual ideas are best perceived, understood and enjoyed through first-hand experience of original artistic achievement.

HMA is a non-smoking facility.

Learn more about HMA at www.hsvmuseum.org.

Responsibilities:

- Manage all facility rental events and in-house events; Executive Director's Dinners, Docent Dinners, etc.
- Coordinate the set-up and preparation for all in-house events; Gala, Guild, Docent Dinner, Wine Tasting Dinner, etc.
- Oversee and generate facility rental sales
- Maintain visitor and attendance records
- Provide a high level of professional customer service working with clients and to support management of events hosted by the Museum
 - Customer service includes, but not limited to, point of inquiry, quoting rates, contract development, detailing of needs, audio visual requirements, communication of group requirements to staff, billing activities and follow-up
- Maintains accurate event calendar
- Responsible for fully documenting the details of the client's event and effectively communicating those requirements to the appropriate staff and service providers
- Identify ways to maximize revenue opportunities through package sales and other support services
- Maintain departmental understanding of current marketplace for venue rental and pricing
- Develop relationships within the community and associated service providers to strengthen and expand the customer base for rental sales opportunities

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- Assist in budget preparation for rentals income and strive to meet budget goals
- Interface with clients, Building and Grounds Manager, Security Supervisor and auxiliary groups for functions
- Schedule days and times to meet with prospective clients and show the facility
- Maintain and update caterer files, ensure proper current licensing of caterers including Board of Health Certificate
- Ensure that clients provide proof of liability coverage if required, prior to events
- Coordinate with Security, and Building and Grounds Manager on all set-ups, break-downs, clean up and parking needed for events
- Order wine, beer and alcohol for events
- Retain HMA Bartender list
- Oversee the Museum's kitchen and ensure Health Department requirements are met, to include annual permit
- Ensure that contracts, invoices, and client payments are completed and forwarded to the Accounting Department in accordance with contract stipulations
- Assist in developing and maintaining a preventative maintenance schedule and activity log
- Work with Communications Department to and actively contribute to marketing and prospecting methodologies to ensure achievement of rental sales revenue budgets
- Coordinate the securing of off-duty police officers for designated evening events where alcohol is to be served
- Oversee the cleanup of all rental spaces at the end of each event
- Hire and oversee part-time event assistants

Requirements:

- Must pass pre-employment drug testing and security background check
- Minimum of five years as an events coordinator or 10 years experience in sales, customer service, or direct rental experience
- Facilities management experience preferred
- Working knowledge of Word and Excel
- Catering or wedding consultant experience desired
- Must be able to work a flexible schedule to include nights and weekends
- Ability to work well with staff, Board, volunteers and clients
- Professional Attire

The above responsibilities are generalizations to describe the principal work functions of the job and shall not be considered as a detailed description of all work requirements that may be in the position.

Send Facility Rental Manager application (cover letter, resume, and three professional references) to careers@hsvmuseum.org. Competitive salary commensurate with work experience.

The Museum hires for multiple position openings at any given time, so please include the full title of the position that you are applying for in the subject of your e-mail. *No phone calls please.*