

Position Description

Position Title: Private Events Manager

Reports To: Executive Director

Type of Employment: Full Time

Position Summary

Tohono Chul seeks a team-oriented, energetic and enthusiastic Private Events Manager who will thrive in a fast-paced environment and who is well-suited to working collaboratively with a small staff. The Private Events Manager is responsible for selling, planning and executing a variety of internal group events (corporate, weddings, tour groups, non-profits, birthday parties, etc.) to meet significant annual revenue goals. This position creates and administers an operational plan of precise timelines, events, and activities in overseeing all event rental spaces. She/he interacts directly and indirectly with the public on a regular basis and plays a key role in ensuring an exceptional guest experience from start to finish. This position requires work on weekends, evenings, nights and holidays.

Essential Duties and Responsibilities

Event Planning & Execution

- Manages Event Space Calendar overseeing space reservations.
- Creates Event Order submissions and compiles them into the Event Recap provided to operating departments.
- Coordinates weekly Pre-Cons with Garden Bistro and Grounds Staff (or as an on needed basis).
- Works as a liaison between the Garden Bistro and Grounds staff for event set-up and breakdown.
- On-site contact for all events. Typically scheduled Monday - Friday, 9 a.m. to 5 p.m., however work schedule is flexible depending upon event and rentals schedule.
- Works with Finance department on invoicing and Accounts Receivable.
- Assists with Tohono Chul's signature and internal events. Including, but not limited to:

<ul style="list-style-type: none"> ○ Sonoran Spring Gala ○ Chiles & Chocolate Festival ○ Bloom Night ○ Holiday Nights 	<ul style="list-style-type: none"> ○ Annual Members' Reception ○ Holiday Party
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- Create new Events Protocol and Structure for Management Team and Staff.
- Oversee and support additional event staff.
- Monthly property walk-through.
- Create and oversee inventory of rental supplies, including food & beverage supplies.
- Understanding of event timelines, staffing, and costs.
- Create and maintain a preferred vendor list.

Sales

- Handles all inquiries about facility rentals.
- Coordinates event rentals.
- Works to create and implement effective corporate sales program including meetings, retreats and events with a year over year increase.
- Provides monthly status reports on solicitations and booked events vs. previous year.

- Represents Tohono Chul at appropriate networking events and trade shows.
- Respond to all correspondence inquiries within 24-48 hours.
- Knowledge and analysis of market comparisons with other event venues.

The above description reflects the general details considered necessary to describe the principle function of this job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Education and Experience

- Bachelor's Degree preferred
- One to three years related experience
- Prior sales experience required

Knowledge, Skills and Abilities

- Goal oriented and possesses high degree of self-motivation
- Excellent written and verbal communications skills
- Experience working with Microsoft Office
- Must possess strong planning and organization skills
- Flexible work style adapting to changing demands and priorities
- Ability to work nights and weekends as required
- Food & Beverage
- Keeping up with market trends in the party planning industry
- Local rental supply companies
- Community events in Oro Valley and Tucson

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly spends long hours sitting and using office equipment and computers. The employee frequently is required to walk; climb or balance; stoop, kneel, or crouch; and talk and hear. During special events the employee may be required to spend hours on their feet. The ability to use fingers of one or both hands to grasp, manipulate, control or feel objects. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, anything greater should be done with assistance.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employees work might require them to be outdoors in both hot and cold weather. The noise level in the work environment is usually moderate.

To Apply

Submit resume and cover letter via email to:

Penny Poynter, Director of Finance and HR at ppoynter@tohonochul.org