Venue Manager

Sample Job Description

**Role Overview:**

As Venue Manager at XYZ Venue, your role will be exciting, varied, and critical to the daily, monthly and annual operations at our venue. This role is active in both the attraction and booking of our ideal couples for their event, the execution of events, and a variety of tasks throughout the planning process leading up to each event.

This role is *required* to have availability Friday’s, Saturday’s and Sunday’s and have weekly hours in the office as required.

**General Duties: (Include but are not limited to)**

* **Lead Tours:** Leading tours requires detailed knowledge of the venue, the ability to confidently and consistently answer client questions, and manage multiple personalities in one tour. It also requires comfort with public speaking.
* **Interface With Clients:** This position has regular and direct interaction with future and current clients. The Venue Manager must always act with a level of professionalism that represents the venue well. This sometimes requires interacting with challenging personalities and it is critical that the Venue Manger is able to do so without losing patience. The Venue Manager is also responsible for contacting the client 3 weeks prior to the event date to confirm event details.
* **Contact Key Vendors**: It is the responsibility of the Venue Manager to confirm critical details of upcoming events with key vendors weekly.
* **Fulfill Wedding Day Duties:** The duties of a wedding day may include, but are not limited to: greeting the client, assisting vendors or the decorating team, managing challenges as they arise, keeping up and cleaning of bathrooms, disposal of trash throughout the event, client interaction throughout the event, etc. It also may include the clean and reset of the venue to prepare for a wedding or event the following day.
* **Participate in Open Houses:** The Venue Manager is expected to participate in the venue’s monthly open house events to answer client questions, vendor questions, etc.
* **Prepare Venue For Upcoming Events:** The Venue Manager is responsible for cleaning of the venue prior to the client arriving onsite for the first event of the weekend.
* **Assist in Creation of Systems & Processes:** As our venue is always growing and learning, we would expect the Venue Manager to assist in the organization of systems and processes to further improve our event day experience.
* **Order Necessary Supplies:** The Venue Manager is responsible for ordering venue supplies, and picking up venue supplies to be adequately prepared for events.
* **Special Projects:** Special projects may be assigned as they are identified.
* **Other Responsibilities as Assigned**

**The Ideal Candidate:**

The ideal candidate for this position has great attention to detail, naturally works well with others, and handles stressful situations without becoming overwhelmed. The candidate must operate well in environments where they are required to take direction, and also excel when it’s necessary to be a leader. We value servant leadership, and the ideal candidate will bring skill and heart to the team, and check ego at the door.

**Job Requirements:**

* Availability on Friday, Saturday and Sunday weekly in addition to flexible office hours, and weekday evening availability for tours
* Bachelor’s degree or similar work experience preferred
* Ability to confidently interact with clients, serve them well, and be a good listener
* Experience with sales and marketing preferred
* Confident in the use of Microsoft programs, and Google products
* Valid drivers license and reliable vehicle
* The ability to lift 50 pounds, ability to climb a ladder, move freely and quickly. Reasonable accommodations may be made to essential functions to enable individuals with disabilities to perform duties.

If you believe you are an ideal candidate for this role, please send a resume and cover letter to (Name) at (email address.)