Embassy Theatre Foundation, Inc.
Job Description

Job title: Events Manager
Reports to: Special Events Director
Classification: Exempt, Full time
Salary range: Starting at $40,000; negotiable based on experience

General description: This position manages and coordinates Embassy events, with emphasis on private rentals/special events sales and management. Requires evening and weekend work hours. Tuesday through Saturday work week.

Duties and responsibilities

- Manages all aspects of events, from sales strategies to scheduling and contracting events.
- Responsible for all aspects of event implementation, from event planning with renters to floor plans, setups and event execution.
- Drafts and executes rental agreements and manages renter invoices.
- Provides proactive communication with patrons, renters, staff and vendors.
- Responds to event inquiries and conducts sales and venue tours.
- Assists in managing the events calendar.
- Builds and manages event budgets.
- Serves as backup to special events director and works as a team member with other events staff.
- Uses the tenets of Speak Your Peace and StrengthsFinder to lead a transparent and strengths-based culture.
- Works events as required.
- Must be able to lift 50 lbs.
- Performs other duties and responsibilities as assigned.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.

Education and/or experience: A degree and/or experience in event and vendor management and venue sales is preferred. Must be able to work with a team as well as independently, be an excellent communicator and able to handle multiple tasks.

Hours: Full time is based on 35 hours per work week, with flexibility to accommodate weekend and after-hour work schedules. Work from home flexibility also available.

Compensation: Wages are commensurate with experience. The Embassy offers a benefits package that includes a flexible work environment; health, dental and life insurance; 403(b) retirement plan; mental health EAP; short- and long-term disability; and paid vacation, holiday and sick days.