



## DIRECTOR OF VENUE RENTALS

*The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.*

The Museum of the City of New York is seeking a smart, hardworking, detail-oriented, energetic, and experienced **Director of Venue Rentals**. The person in this leadership position will report directly to the Chief Operating Office, have two direct reports, and will be responsible for generating earned revenue by effectively marketing and selling the Museum of the City of New York's magnificent indoor and outdoor spaces for external events. These include the rental of the facility for corporate and social events: weddings, bar mitzvahs, film shoots, corporate dinners, sales meetings and presentations, fashion shoots, and more.

The position requires a strong background in event sales and event planning, and candidates must possess excellent customer service, managerial, and communications skills, as well as the proven ability to meet sales goals. The Director of Venue Rentals is an integral member of the Museum's team, contributing significantly to its earned income goals.

## **RESPONSIBILITIES**

- Meet and/or surpass income goals each fiscal year, while staying within expense budgets.
- Research, identify, and secure clients for third party rentals through cold calling solicitations and marketing initiatives, including digital and social media outreach
- Strategize, develop, and create marketing materials to attract and cultivate new clients.
- Oversee the Museum's newly created beverage sales program and maximizing its income potential, while ensuring that the Museum is in compliance with all State Liquor Authority rules and requirements.
- Create new ways to increase venue rentals while simultaneously building and maintaining existing client relationships in order to increase repeat business.
- Secure and conduct face-to-face sales meetings through cold calling and digital outreach.
- Partner with the Museum's Marketing Department to create an e-marketing strategy.
- Maintain detailed database of past and future clients.

- Produce reports tracking inquiries and sales and create and maintain budget forecasts.
- Direct reports will include a Manager of Venue Rentals and a Venue Rentals Associate.
- Work cooperatively with the Museum's list of preferred caterers, internal maintenance and security staff, and external vendors to coordinate, plan, and execute well-produced events.

## COMPETENCIES & SKILLS

- Bachelor's degree required, preferably in the areas of business, management, or the humanities.
- 5 years of special events and/or event sales experience; museum or non-profit experience a plus.
- A passion and talent for customer service and event management and the proven ability to meet and exceed sales goals.
- Excellent verbal and written communication and interpersonal skills and the ability to communicate effectively and enthusiastically with a variety of clients.
- Exceptional networking skills.
- Working knowledge of food and beverage services.
- Ability to work in a fast-paced environment while maintaining a polished and courteous demeanor.
- Flexibility and the ability to solve problems creatively and professionally.
- Adept with budgeting and sales reporting.
- Able to work evenings and weekends/holidays (to oversee/manage events).
- Excellent computer skills, including Microsoft Word, Excel, PowerPoint, and Altru or Raiser's Edge.

## BENEFITS

Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan.

## HOW TO APPLY

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to [jobs@mcny.org](mailto:jobs@mcny.org). To be considered, please include **DIRECTOR OF VENUE RENTALS** within the subject line of your email.

*The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are*

*dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.*

*The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.*