

## **Manager, Venue Rentals and Beverage Sales**

*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 believes that traditional hiring practices have historically and systemically marginalized entire groups of people including people of color, people of different socio-economic backgrounds, women, people with disabilities, people in the LGBTQ community and veterans, to name a few. We strongly believe as an organization in deconstructing barriers and building a team that authentically represents the diverse communities, and backgrounds of New York City. We strongly encourage applications from people with these identities or who are members of other marginalized groups.*

The Museum seeks a hardworking, detail-oriented, energetic, and experienced Manager of Venue Rentals who will report to the Director of Venue Rentals. The Manager, of Venue Rentals/Beverage Sales will support the Director of Venue Rentals, in managing the day-to-day operations of the department and coordination of approximately 80 rental events per year including but not limited to billing, staffing, timelines, vendor schedules, load-ins, and set-ups.

The Manager is also responsible for generating earned revenue by effectively marketing and selling the Museum's indoor and outdoor spaces for external events. These include the rental of the facility for corporate and social events, including but not limited to weddings, bar mitzvahs, film shoots, corporate dinners, sales meetings and presentations, fashion shows, and more.

The position requires a strong background in event sales, event planning, and event coordination. Candidates must possess excellent customer service, time management, and communications skills, as well as the ability to meet sales goals. The ideal candidate should also be energetic and organized and must possess excellent written, quantitative, and computer skills, with the ability to manage multiple and diverse assignments. The ideal candidate will have experience working in a similar position, with a proven track record of increasing revenue and working under pressure to meet deadlines. The Manager of Venue Rentals is an integral member of the Museum's team, contributing significantly to its earned income goals.

### **Essential responsibilities include, but are not limited to, the following:**

- Conducting sales activities including:
  - Responding promptly to all incoming inquiries via phone, e-mail, or meeting with walk-in clients
  - Leading face-to-face sales meetings and walk-throughs
  - Creating and negotiating contracts for the Museum's venue rental department
- Overseeing rental event logistics from start to finish to ensure well-produced events in line with the Museum's brand presence as a premium NYC event venue by:
  - Handling accounting for contracted events by processing payments and resolving billing matters

- Creating event logistic sheets to detail an event's timeline and space, furniture, & staffing needs
  - Attending weekly meetings with the Museum's Facilities and AV Teams
  - Being onsite at all rental events to manage and supervise logistics to ensure client satisfaction
  - Working cooperatively with the Museum's preferred caterers, internal maintenance and security teams, and external vendors to coordinate, plan, and execute well-produced events.
- Assisting the Director of Venue Rentals with:
    - Meeting and/or surpassing income goals each fiscal year while staying within expense budgets.
    - Researching, identifying, and securing clients for venue rentals through marketing initiatives, including digital and social media outreach
    - Strategizing, developing, and creating marketing materials to attract and cultivate new clients.
    - Creating new ways to increase venue rentals
- Assisting with the Museum's newly created beverage sales program and maximizing its income potential while ensuring that the Museum complies with all State Liquor Authority rules and requirements by assisting with:
    - Selling beverage packages for venue rentals
    - Tracking and processing of payments
    - Controlling inventory of wine, liquor, and beer; including receipt of deliveries and post-event reconciliation
    - Coordinating beverage selection for all venue rental events
    - Working closely with all security, facilities, and maintenance staff to ensure the proper storage and security of inventory
    - Assisting with weekly or monthly inventory processes
  - Maintaining the Museum's space calendar while working with other departments to maximize the usage of the Museum's various event spaces
  - Building and maintaining existing client relationships to increase repeat business.
  - Updating and maintaining detailed reports tracking inquiries and sales as well as a detailed database of past and future clients
  - Other duties as assigned.

**Qualifications:**

- Bachelor's degree required, preferably in the areas of business, sales, marketing, or hospitality management
- Two to five years of event sales and production; museum and/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, especially liquor sales
- Ability to work in a fast-paced environment while maintaining a polished and courteous demeanor.
- Flexible outlook, with the ability to solve problems creatively and professionally.

- Experience in sales and sales reporting
- Able to work evenings and weekends/holidays (e.g., to oversee event setups; conduct periodic client meetings and walk-throughs).
- Excellent computer skills, including Microsoft Office (Word, Excel, PowerPoint), Altru,
- AllSeated, Salesforce, Tripleseat, Raiser's Edge, and/or a proprietary database is a plus.

### **Benefits**

The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability. Voluntary critical illness, accident insurance, legal services, pet insurance, and Employee Assistance Program. The Museum has a generous paid time off policy including 12 sick days per year, vacation and 12 holidays.

Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

### **Working Conditions and Physical requirements**

While performing the job's essential functions, the Manager, Venue Rentals, and Beverage Sales will work primarily onsite with the possibility of some remote work. Administrative offices are Monday-Friday, 9-5 pm; the Manager may be required to work evening and weekend events as needed, with a flexible schedule. The Museum environment is fast-paced and in an open office plan setting with galleries and event spaces; the Manager will work with outside vendors and clients for sales work.

In accordance with applicable law, as a term and condition of employment, all candidates must present full vaccination against COVID-19. Reasonable accommodations may be made upon request to Human Resources in accordance with applicable federal, state, and local law.

While performing the essential functions of the job, the individual must be able to remain standing in event spaces during the setup and breakdown of events. The individual may occasionally be required to kneel, bend, lift up to 20 lbs. unassisted, and up to 50lbs. with assistance. The Manager must be able to work in a fast-paced environment and manage multiple projects at once. Approximately 50% of the time may be spent in a stationary position in operating a computer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **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 **Manager, Venue Rentals** the subject line of your email. Please state desired salary in the 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 or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), 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. The Museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the Museum has facilities. The Museum is an AAP employer.*