



Manager, Venue Rentals and Beverage Sales

The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world's most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city's past, present, and future.

The **Venue Rentals and Beverage Sales Manager** is an essential member of the Venue Rentals team that will be responsible for managing the daily operations and coordination of approximately 80 rental events annually. This role includes billing, staffing, event timelines, vendor scheduling, load-ins, and set-ups. The Manager will be responsible for generating revenue by marketing and selling the Museum's event spaces for various external events such as corporate and social gatherings, weddings, film shoots, and more. This is a full-time, regular position that reports directly to the Vice President, Revenue and Visitor Experiences.

Roles and Responsibilities:

Event Sales and Coordination:

- Respond promptly to all inquiries via phone, email, or in-person meetings
- Conduct sales meetings and walk-throughs with potential clients
- Draft and negotiate venue rental contracts
- Oversee all event logistics to ensure seamless production and client satisfaction
- Manage event timelines, space assignments, furniture, and staffing needs
- Handle accounting for events, including processing payments and resolving billing issues
- Collaborate with preferred caterers, maintenance teams, security, and external vendors to execute well-coordinated events
- Be present onsite at events to supervise and manage logistics

Administrative and Revenue Goals:

- Support the VP, Revenue and Visitor Experiences in meeting and exceeding annual income goals while adhering to budget constraints
- Prospect and secure new clients through targeted marketing efforts, including digital and social media outreach
- Develop and implement marketing strategies to attract new business
- Maintain and update the Museum's venue rental calendar and coordinate with other departments to optimize space usage
- Keep detailed records of client interactions, sales tracking, and event data

Beverage Sales Program:

- Assist with selling beverage packages and manage selections for events
- Oversee payment processing and track invoices
- Maintain inventory control for wine, liquor, and beer, ensuring secure storage and accurate reconciliation
- Work with security and facilities teams to ensure proper storage and handling of beverage inventory
- Conduct regular inventory checks and assist with compliance related to State Liquor Authority regulations

Client Relations:

- Build and nurture relationships with clients to encourage repeat business
- Provide exceptional customer service, addressing client needs professionally and efficiently
- Other duties as assigned.

A successful candidate will have:

- Bachelor's degree in business, sales, marketing, hospitality management, or a related field
- 2-5 years of experience in event sales and production; museum or non-profit experience preferred
- Availability to work evenings, weekends, and holidays as needed
- Proven ability to meet or exceed sales targets
- Knowledge of food and beverage services, including liquor regulations.
- A commitment to diversity, equity, and inclusion and a passion for advancing equity and addressing structural racism within nonprofit organizations
- The desire to work in a collaborative, supportive environment
- Strong interpersonal skills, with a courteous and professional demeanor.
- Excellent written and verbal communication skills
- Attention to detail, with strong analytical and critical thinking skills.
- Experience with Microsoft Office and Event Management Software – Altru CRM system preferred

Physical Requirements & Work Environment

This role requires being stationary for 50% of the time and navigating office and museum environments. Proficiency in operating office equipment and occasionally lifting up to 50 pounds without assistance is essential, along with significant wrist, hand, and finger movements. Strong visual acuity (close, distance, color, and peripheral vision) is necessary for tasks like data analysis and computer use. Occasional outdoor work and travel within the five boroughs may be required with weather conditions including heat and cold.

This role requires weekend and evening availability to support special events as needed.

BENEFITS

The annual salary for this position is \$70,000. Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan. The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability, critical illness, accident insurance, legal services and 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.

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. To be considered, please include **Manager, Venue Rentals and Beverage Sales** 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 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.