



Venue Manager – Octagon Barn Center

Position Type:	Regular Full time/Hourly, Non-Exempt
Starting Salary Range:	\$22 - \$26 per hour, DOE
Benefits:	Health, dental, and vision insurance contribution, opportunity to participate in organization's 401K including employer match, Paid Time Off (PTO), and paid holidays

Overview

The Land Conservancy of San Luis Obispo County is a local, private, non-profit land trust working to conserve and care for the diverse wildlands, farms, and ranches of the Central Coast. We connect people to the land and to each other. The organization strives to create a fun, inspiring, and family-friendly work environment with flexible work hours, a team-oriented structure, and good benefits.

The **Venue Manager** interacts directly with inquiring members of the public including private and corporate clients for the purpose of securing and holding events at the Octagon Barn Center, from initial inquiry to the execution of each event. These inquiries may include but are not limited to corporate meetings, community events and weddings. This position is directly responsible for providing logistical support and resources to clients, ensuring a positive client experience.

The diversity of our workforce is essential, and we are committed to diversity and inclusion throughout our organization to ensure a wide range of experiences, perspectives, and skills to provide better solutions, drive innovation and creativity, and enhance decision making. The Land Conservancy is an equal opportunity employer. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics.

Essential Duties of the Job

Venue Management (70%)

Serve as the primary representative for the venue responsible for seeing clients through the booking process, securing and communicating agreements, and interfacing with vendors. Oversee events on property the day of the event, ensuring that the terms of the agreement are followed. Oversight and management includes:

Public and Private 3rd Party Events

1. Interface directly with client(s) to provide information regarding parameters of events, vendors and property. This includes scheduling tours with clients and vendors and communicating via phone, email and in person.
2. Oversee all vendors involved in the production of events at the Octagon Barn Center, coordinate vendor orientations, procedures and expectations in the pursuit of well executed events.
3. Coordinate with booking party regarding timelines for vendor arrivals, deliveries and pick-ups.
4. Clearly communicate COVID-19 related protocols with clients and their guests.
5. Co-manage the use of all equipment owned by Octagon Barn Center for the use of events, including tables, chairs, etc. ensuring their storage as well as being sure all are in working order.
6. Oversee, on behalf of the OBC, pre and post event set up crew for all events or bookings of site. Ensure that event checklists are complete by the end of the event (opening & closing procedures check list).
7. Provide on-site accommodation and support as needed during the event or activity.

8. Ensure all Octagon Barn Center grounds and assets are in working order by adhering to check lists both before and after events, reporting any issues for the purpose of maintenance.
9. Identify any safety risks and implement safety measures and risk management strategies.
10. Participate in meetings as required with LCSLOC staff, providing details and recommendations as they relate to events and bookings at the OBC.
11. Ensure that necessary documentation is on file for vendors working on the property for events.
12. Update calendars and maintain Event Temple database.
13. Notify clients of payment due dates in accordance with their payment schedule.
14. Work closely with the Finance Manager to ensure deposits, payments and any refunds are received/disbursed and recorded properly.
15. Regularly update check lists for day-of coordinator of events, catering company and staff.
16. Regularly update venue check list for opening & closing procedures at venue. Keep check lists on file for reference.
17. Update other venue documents as needed, such as the client booking agreement.
18. Regularly provide general office support and information to clients by answering phones and e-mails in a timely manner.
19. Work varied hours and on weekends and holidays.

LCSLO Events

1. Work closely with staff and volunteers to plan and execute LCSLO events at the OBC.
2. Schedule and coordinate the rental of sound equipment, furniture, and other venue equipment.
3. Manage pre and post event set up crew for LCSLO events. Ensure that event checklists are complete by the end of the event (opening & closing procedures check list).
4. Report any venue maintenance issues to appropriate persons for repair or attention.

Marketing (15%)

1. Assist Outreach Manager with coordination and production of event information and printed and/or digital information.
2. Promote the location and events through a variety of marketing channels; contribute to social media efforts pertaining to the Octagon Barn Center venue.
3. Build relationships with event photographers and request images for use on social media platforms & website. Develop opportunities for co-marketing.
4. Update and post necessary information to the Octagon Barn Center website.

Outreach and Docent Program (10%)

1. Provide input in the creation of a docent program at the OBC.
2. Coordinate docent program in partnership with lead historians and the Outreach Manager.
3. Ensure venue is ready for tours (such as school groups, public tours, etc.).

Administrative and Other (5%)

1. Assist with other event management on behalf of The Land Conservancy as needed at other sites and in close coordination with the Outreach Manager.
2. Assist with miscellaneous projects and tasks in other program areas as needed.

General Duties

1. Regularly communicate needs with all Directors and Managers, balance demands of multiple tasks and projects.
2. Provide own transportation to Land Conservancy field, office facilities and Octagon Barn Center.
3. Be mindful of personnel policies and procedures.
4. Be respectful and professional; avoid behavior that would interfere with the work of others.
5. Maintain a professional separation between work and personal activities.
6. Maintain positive attitude.
7. Maintain complete confidentiality at all times.
8. Take direction from supervisor; implement suggested changes in the job functions and procedures in a prompt and respectful manner.
9. Identify problems and suggests solutions.
10. Be conscious of safety hazards and report issues to supervisor immediately.

****Required Qualifications**

1. Minimum of four years of experience in event related position required.
2. Any equivalent education, which provides the required knowledge and abilities, may be substituted for two years of the required experience.
3. Strong project management and problem-solving skills.
4. Possess excellent oral and written communication skills, leadership ability, and be able to analyze data results and create ad-hoc reports upon request.
5. Ability to manage numerous projects simultaneously, meet deadlines, and work with staff from various program areas.
6. Ability to initiate and coordinate numerous activities with little or no supervision and be able to handle problems as they arise.
7. Strong creative, strategic, analytical, organizational skills.
8. Willingness to contribute positively to team meetings and implement organizational priorities.

Preferred Qualifications

1. Bachelor's degree in event management, hospitality, or similar preferred.
2. Knowledge of local event industry non-profit sector and local, county-wide issues.
3. Proficiency with Event Temple or other event management software.
4. Proficiency with Microsoft Office programs.

Physical Job Requirements

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. "F" for frequently; "O" for occasionally; "N" for not at all.

Physical

On the job the employee must:

- (O) Bend
- (F) Sit
- (O) Squat
- (O) Stand
- (O) Crawl
- (F) Walk
- (N) Climb
- (O) Push/Pull
- (O) Kneel
- (O) Handle objects
- (O) Reach above shoulder level
- (F) Use fine finger movements
- (O) Other: Operate power equip.

Must carry/lift loads of:

- (F) Light (up to 25lbs.)
- (O) Moderate (25-50lbs.)
- (O) Heavy (over 50lbs.)

Mental

On the job the employee must be able to:

- (F) Read/comprehend
- (F) Write
- (F) Perform calculations
- (F) Communicate orally
- (F) Reason and analyze
- () Other _____

Environmental

On the job the employee:

- (N) Is exposed to excessive noise
- (O) Is around moving machinery
- (O) Is exposed to marked changes in temperature and/or humidity
- (O) Is exposed to dust, fumes, gases
- (O) Drives motorized equipment
- (O) Works in confined quarters
- (N) Other: Works with chemicals including toxic glues and herbicides.

Reporting Responsibilities

The Venue Manager reports directly to the Outreach Manager and is part of the Outreach and Development Program.

Standard of Performance

The Venue Manager, in accordance with the listed Job Functions, will be evaluated based on a standard evaluation form at completion of a 90-day orientation period, followed on an annual basis thereafter. Evaluations will be conducted through a meeting with the Executive Director and Outreach Manager (and Deputy Director, as needed) and will be documented in a narrative, letter format.