



## Job Opening Announcement

May 20, 2021

### Venue Manager – Octagon Barn Center

The Land Conservancy of San Luis Obispo County is pleased to announce a job opening for the position of Venue Manager.

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, through 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 experience.

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 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.

The Venue Manager will report to the Outreach Manager and works closely with the Executive Director and Octagon Barn staff. This is a full-time (40 hours per week), ongoing position with a benefits package that includes health insurance, 401K plan with company match, Paid Time Off (PTO), paid holidays, and dental and vision plans. Starting compensation ranges from \$22 to \$26 per hour. To apply, please visit our website at [www.lcslo.org/jobopportunities](http://www.lcslo.org/jobopportunities) to download the job description and blank application. If you do not have access to the internet, applications may be picked up at our office. Please submit a cover letter, resume, and employment application via email, mail, fax, or in person. Incomplete application packages will **NOT** be considered. The position is open until filled. The Land Conservancy will begin reviewing applications as early as June 15, 2021 and the position will likely start in mid to late July. **NO PHONE CALLS PLEASE.**

#### Contact Information:

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