THE LAND CONSERVANCY
OF SAN LUIS OBISPO COUNTY

Venue Manager – Octagon Barn Center

Position Type: Regular Full time/Hourly, Non-Exempt

Starting Salary Range: $27-32 per hour, DOE

Benefits: Health Insurance contributions, Dental and Vision Plans, 401(k) including company match, Paid Time Off (PTO), 13 paid holidays, Paid Family Leave, Wellness Program, special property access, employee discounts

Overview

The Venue Manager is responsible for the day-to-day coordination and execution of events at The Land Conservancy's Octagon Barn Center and for providing an excellent experience to clients, vendors, guests, and community members.
Working under the direction of the Community Engagement Program Manager, this position manages the event cycle from initial inquiry and booking through event execution and closeout. The Venue Manager serves as the primary day-to-day point of contact for Octagon Barn Center clients and vendors and is responsible for ensuring that events are organized, properly documented, safely executed, and consistent with venue policies.

The position provides logistical support for Land Conservancy internal events, contributes to Octagon Barn marketing and industry relationships, and supports the venue's docent and public tour program.

The position requires regular evening and weekend work based on the Octagon Barn event calendar.

Essential Duties of the Job

Venue Management (70%)

Public and Private 3rd Party Events

1. Own the full event lifecycle: marketing, sales, booking/contracts, planning, vendor oversight, risk management, document collection, execution, billing, and post-event follow-up.
2. Interface directly with client(s) through email, phone and in-person visits to provide information regarding parameters of events, vendors and property.
3. Clearly communicate protocols and expectations with clients and their guests and ensure that closing checklists are complete by the end of the event.
4. Maintain accurate event information, contracts, payments, schedules, and client records (including insurance and licenses) in Honeybook.
5. Manage a dynamic schedule to avoid conflicts across tours, public and private events, vendor arrivals, deliveries and pickups, internal events, and maintenance needs.
6. Work varied hours and on weekends and holidays as needed by the booking schedule.

7. Update internal calendars and OBC website to ensure staff and public awareness of events as appropriate.
8. Maintain oversight of the use and status of all equipment owned by LCSLO, ensuring their proper use and storage, reporting any issues for the purpose of maintenance.
9. Develop a working knowledge of technology and basic utility functions at the OBC to be able to troubleshoot problems as they arise; request support from the facilities team, supervisor, and utility companies when needed.
10. Identify any safety risks and implement safety measures and risk management strategies.
11. Participate in meetings, including budget and strategy meetings, as required with LCSLO staff, providing details, analyzed reports, and recommendations as they relate to events and bookings at the OBC.
12. Represent the interests of LCSLO, balancing special needs of renters, fairness and profitability of venue.
13. Schedule with internal vendors, including security and cleaning, and staff for coverage, providing all necessary information and reminders to internal vendors and staff.
14. Create and manage all venue documentation, including sales materials, marketing content, client and vendor guides, policies, and procedures.

Internal Events

Work closely with staff and volunteers to plan and execute LCSLO events at the Octagon Barn Center including tasks such as:

1. Research quotes and secure booking of caterers, equipment, furniture, shuttles, etc.
2. Suggest layouts and timelines for optimal event flow.
3. Manage pre and post event set up crew for LCSLO events.

Bob Jones Trail Interface

The Octagon Barn Center will soon be a primary trailhead for the Bob Jones Trail extension – a San Luis Obispo County project. The Land Conservancy has partnered with the County to make the vision for an extended walking and bike path from San Luis Obispo to Avila Beach a reality. The Bob Jones Trail extension is scheduled to be completed in the spring of 2028. The Venue Manager will participate in managing changes to event types, layouts, and public-private interface during events as public use of the site increases. These decisions will be lead and supported by the Directors and Community Engagement Program Manager.

Marketing and Industry Awareness (20%)

1. Promote the location and events through a variety of marketing channels, including social media, e-news, community calendars, tradeshows, engagement booths, and industry groups and gatherings.
2. Research other venue policies and costs, propose updates and improvements to the supervisor.
3. Update and post necessary information to the Octagon Barn Center website and social media channels.

Volunteers and Docent Program (5%)

1. Provide oversight, support and scheduling for various volunteer and docent programs at the OBC, including history tours, stewardship activities, and event volunteers.
2. Collaborate with historian to create engaging historical content to be shared via various means such as live tours, museum artifacts, and audio tours.

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 Community Engagement Program 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 complete confidentiality at all times.
7. Take direction from supervisors; implement suggested changes in the job functions and procedures in a prompt and respectful manner.
8. Identify problems and suggest solutions.
9. 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.
    a. Any equivalent education, which provides the required knowledge and abilities, may be substituted for two years of the required experience.
2. Strong project management and problem-solving skills.
3. Possess excellent oral and written communication skills, leadership ability, and be able to analyze data results and create ad-hoc reports upon request.
4. Ability to initiate and coordinate numerous activities with little or no supervision and be able to handle problems as they arise.
5. Ability to manage numerous projects simultaneously, meet deadlines, and work with staff from various program areas.
6. Strong creative, strategic, analytical, organizational skills.
7. Willingness to contribute positively to team meetings and implement organizational priorities.
8. Ability to lift or move up to 50lbs as needed.

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 Honeybook or other event management software.
4. Proficiency with Microsoft Office programs.

Reporting Responsibilities

The Venue Manager reports directly to the Program Manager and is part of the Community Engagement 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 Community Engagement Program Manager
(and Deputy Director, as needed) and will be documented in a narrative, letter format.

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
(O) Climb
(O) Push/Pull
(O) Kneel
(O) Handle objects
(F) Reach above shoulder level
(F) Use fine finger movements
(O) Other: Operate power equip.

Must carry/lift loads of:

(F) Light (up to 25lbs.)
(F) 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:

(O) 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
(O) Other: Works with chemicals including cleaning supplies.