



PRIVATE EVENTS MANAGER POSITION DESCRIPTION

Organization Mission

Engaging the community through art and nature.

Organization Overview

Laumeier Sculpture Park, one of the first and largest sculpture parks in the country, is an internationally recognized, nonprofit arts organization that is accredited by the American Alliance of Museums and operates in partnership with St. Louis County Parks. Laumeier presents more than 70 works of large-scale outdoor sculpture in a 105-acre park that is free and open daily. Laumeier serves approximately 300,000 visitors of all ages each year with presentations of art through a sculpture collection, temporary exhibitions, education programs, public events, and more. The park is located in Sunset Hills, Missouri in St. Louis County.

Position Overview

The Private Events Manager is a full-time exempt, salaried position with benefits, reporting to the Director of Special Events. The Private Events Manager is a member of the Special Events Department and oversees all aspects of the organization's facility rental program for private events, including weddings, corporate events, and more. This position works closely with the Special Events Coordinator and the Marketing Manager. The Private Events Manager will also contribute to the development and execution of a plan for growth of the facility rentals program that will maximize revenue and meet annual budget goals.

Duties + Responsibilities

- Serve as the point person for inquiries for the private event rental program, including conducting site visits, event walkthroughs, and related meetings
- Book and schedule private event rentals, including drafting and securing contracts
- Assist private event clients, vendors, caterers and all related event personnel with securing proper permits, licenses and proof of insurance
- Maintain the budget for the private events department and process related payments, invoices, and timesheets
- Serve as the on-site coordinator for private events, as necessary
- Develop staffing plans and on-site personnel schedules for private events, including hiring event staff as needed
- Coordinate production schedules and deliveries for private events, and provide necessary event materials and instructions to event personnel
- Manage advance internal planning around private events, such as calendar management, administrative support, and additional duties as assigned

- Maintain private event databases and files
- Coordinate procurement, organization, storage, and cleaning of event supplies, equipment, and inventories
- Provide graphic design support for private events, such as event layouts
- Assist with Laumeier's internal events, such as Annual Art Fair, Discover Laumeier, The Big Dinner, Leadership Circle events, and Membership events, as necessary
- Collaborate and maintain a good working relationship with our operating partner, St. Louis County Parks
- Perform other related duties as required and additional duties as assigned

Qualifications + Skills

The ideal candidate is someone who enjoys working with clients, takes pride in providing excellent customer service and who can calmly and confidently problem solve when challenges arise.

- Flexibility and adaptability in a fast-paced work environment
- Excellent organizational skills, with a particular ability to prioritize projects and keep multiple initiatives moving forward simultaneously
- Ability to adapt and react quickly, effectively, and calmly to unexpected changes in a dynamic workplace and event environment
- Dependable, organized, and detail-oriented
- Ability to work independently and as part of a team, while being comfortable working with a variety of people, including internal staff, volunteers, external vendors, clients, and the general public
- Strong negotiation skills
- Outstanding oral, written and interpersonal communication skills
- Sensitive to both "big picture" and small details
- Possession of leadership skills, strong work ethic and the ability to supervise staff
- Ability to help write and track budgets, and control department expenditures
- Growth mindset and ability to self-reflect
- Proficiency in the Microsoft Office suite of programs, experience with Adobe suite of design programs preferred

Physical Demands

- Ability to lift and carry up to 40 lbs (load, unload, move supplies)
- Must be able to work outdoors year-round
- Requires walking, standing, bending, stooping and reaching for extended periods of time

Additional Requirements

- Ability to pass a background check, including a check for criminal records
- Must be able to meet Laumeier's COVID vaccination requirements, which include providing proof of full vaccination

- Flexible scheduling availability with the capacity to work weekends and evenings

Education + Experience

- Bachelor's degree preferred
- Experience in event planning, relationship building, customer service, and budgeting required
- Other preferred work experience includes non-profit, wedding planning, and hospitality

Compensation

Compensation is commensurate with qualifications and experience.

Benefits package is competitive and includes 100% employer-paid health, dental, life and short-term disability, starting on the first day of employment. Benefits package is valued at \$7,000 - \$12,000 per employee. Health care plan coverage is also available to spouses, domestic partners and dependents, with the employee being responsible for premiums. A generous amount of PTO is granted and grows with the length of employment.

No relocation assistance is available.

Office Culture

Laumeier is a small organization, with modestly sized departments and team members all work closely together. Laumeier offers flexibility for hybrid models of remote and in-person work as well as flexible scheduling.

Staff Core Values: We believe in the importance and impact of art and nature. We encourage creativity and innovation. We value collaboration and teamwork. We rely on competency leading to quality and excellence. We stay true to our values by respecting our colleagues and maintaining accountability. We cultivate a welcoming, inclusive, and positive environment for staff, board, artists, students, and visitors

Application Instructions

Interested candidates should email a cover letter and resume to HR@laumeier.org with the subject line "**Private Events Manager.**" Please do not send additional supporting materials until they are requested.

Only applicants who move forward in the process will be contacted. We ask for understanding and patience. Please do not contact any staff members to check on the status of your application, and absolutely no phone calls.

Search + Timing

The first round of interviews will be held on Zoom. Finalists will interview in person if possible.

Position open until filled. Anticipated start date: As soon as possible, with flexibility to accommodate the hire's availability.

Laumeier is an equal opportunity employer, committed to diversity, equity, inclusion, and anti-racism. Candidates of diverse backgrounds are strongly encouraged to apply.

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