



Department: Arts & Culture

Status: Non-Exempt

Job Title: Events & Bookings Supervisor

Reports to: Arts & Culture Supervisor & Director

Job description last revised: September 2023

GENERAL DESCRIPTION OF DUTIES:

Performs skilled administrative and management work while overseeing certain aspects of the operations of facility activities; Negotiate terms for contracts and agreements and usage of facility activities; Plan, service, and supervise a variety of meetings, events and festivals; Anticipate equipment and other needs for variety of events; Establish and maintain effective working relationships with facility users, employees and the general public; Must be available to work a varied schedule to include possible extensive evening/night and weekend work. Assists with special projects as required.

ORGANIZATIONAL RELATIONSHIPS:

Formal reporting relationship is to the Arts & Culture Supervisor and Director and normally receives little instruction on day-to-day work and general instruction on new assignments. Supervise other event staff members and may coordinate and oversee the work of independent contractors.

EXAMPLES OF DUTIES:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.

Responds to a large number of written, telephone and electronic booking inquiries and requests from individuals and groups interested in booking events at Arts & Culture venues.

Leads along with Administrative Coordinator all booking meetings to review confirmed and tentative business and assign bookings to Event Coordinators and event support staff.

Conducts site visits and facility tours for prospective customers.

Regularly provides booking and activity reports to the Supervisor and Director.

Work with the Supervisor, Administrative Coordinator and Director to ensure that customer bookings and agreement needs are responded to and met on a consistent and timely basis.

Works closely with Supervisor and Director to ensure that the facilities are suited for specific events/activities as part of the sales process.

Assist with research and special projects as assigned by the Supervisor and Director.

Implement policies and practices and identify systems to effectively manage booking activities.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Performs proficiently at explaining policies and procedures for use of facility to customers and the public.

Effectively utilizes the schedule management system to track leads, bookings, and event details.

Calculates and provides clients with estimates of potential costs when booking an event.

Leads the Event Coordinators on the execution and implementation of assigned events with a strong sense of accountability.

Facilitates the work of contract and volunteer personnel including caterers, florists, musicians and decorators.

Performs duties associated with final settlement of rental events, such as tabulating charges in preparation of final invoices.

Develop and maintain effective relationships with service contractors and other suppliers of event services.

EDUCATION AND EXPERIENCE:

High school education or equivalent completed; three to five years' work experience with at least three in venue booking and/or event management/sales, or any combination of

education and experience that provides the required knowledge, skills, and abilities. Food service experience and knowledge of safe liquor service preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Detail oriented, highly organized problem solver.

Must be able to work with the public, manage multiple projects simultaneously, and work under deadlines.

Technically minded/knowledge of event production a plus.

Ability to consistently use good judgment, employ creativity and make sound decisions with minimal supervision.

Proficiency with Microsoft Office Suite, Adobe Acrobat, be able to navigate the web, and operate other office equipment.

Ability to work extended hours under varying work schedules while frequently meeting rigid deadlines with little lead time.

Ability to read and write memoranda, letters, forms, instructions, directions, and other written materials.

Ability to converse orally and to utilize standard telephones to receive and communicate information to staff and customers.

ENVIRONMENTAL AND PHYSICAL CONDITIONS:

Most of this position's duties are performed at the SteamPlant Event Center and the Scout Hut where events will take place. May include some activities in other City locations.

Must be physically able to operate a variety of equipment and have the visual and physical ability to set-up tables and chairs.

Physically labor intensive. Requires the ability to maintain body equilibrium when bending, stooping, crouching, reaching and/or stretch arms, legs, or other parts of body and to physically maneuver over and/or upon varying terrain, surfaces, or physical structures.

Ability to lift to fifty (50) pounds.

Ability to work irregular hours, evenings, weekends and holidays as required to, ensure proper supervision of assigned events and activities scheduled at the Arts & Cultures venues.

PAY/SALARY RANGE:

\$50,960 to \$71,635.20 Annually. Hiring range up to \$55,120 Annually.

GENERAL DESCRIPTION OF BENEFITS:

The City offers a full benefits package for this position including medical/dental/vision insurance plans, 401(a) and 457 retirement plan options with employer match, Personal Time Off accrual, life insurance, short-term and long-term disability benefits, and a swim benefit at the Salida Hot Springs Aquatic Center.