



Venue + Events Assistant

Reports to: Venue + Events Manager

Description: The UMLAUF invites individuals passionate about venue and event management, sales, and hospitality to join our team. This position will assist the Venue + Events Manager with sales tasks, client interactions, relationship building, venue management, and organization.

Responsibilities:

- In charge of promptly responding to inquiries and leads
- Maintain client communication while ensuring client emails and phone calls are answered in a timely manner
- Oversee scheduling and ensure they are accurate and up to date
- Maintain vendor communication regarding details of events, procure COIs and Vendor Agreements, schedule site walkthroughs
- Conduct Venue Site Tours to prospective and current clients
- Assist with weekday rentals, supporting the client during their reservation
- Fill in as a Manager on Duty during evening and weekend rentals during busy seasons as needed
- Inventory linen and rental equipment
- Collect and organize photos from past clients for use in marketing materials
- Assist with competitor analysis, vendor research, and marketing outreach

Workweek Flexibility:

- 15 hours per week; \$17.00/hour
- Shifts may vary depending on events and site visit requirements each week

Required Qualifications:

- Responsible, reliable, and punctual
- Strong interpersonal and email communication
- Strong organizational skills
- Ability to convey the value of the venue to potential clients
- Flexible schedule with occasional night and weekend availability
- Strong analytical and problem-solving skills

Preferred Qualifications:

- Experience in the hospitality industry
- Proficient in Microsoft Office
- Experience with Canva

- Experience with CRM software
- Ability to lift 40lbs.

How to Apply:

To apply for this position, please submit your resume and a cover letter detailing your qualifications and interest in the role to katlyn.walther@umlaufsculpture.org. Please include the job title in the subject line of your email.