



Venue + Events Assistant

Reports to: Venue + Events Manager

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

Responsibilities:

- 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
- Conduct site visits on weekends as needed
- Carry out weekly and monthly office-related tasks such as:
 - Inventory linen and rental equipment
 - Organize supplies and equipment after UMLAUF events
 - Collect photos from past clients for use in marketing materials
- Execute event planning tasks for UMLAUF events such as:
 - Communicate event needs with vendors
 - Procure signage or supply orders
 - Prepare event supplies for use
- Perform the following ongoing projects as needed, especially during slow season:
 - Keep competitor analysis current
 - Keep preferred vendor list contact information current
 - Clean and organize UMLAUF event supplies and storage,
 - Keep event photo gallery up-to-date
 - Create marketing and advertising materials
- Conduct site visits and respond to rental inquiries when Venue + Events Manager is out of the office

Workweek Flexibility:

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

Required Qualifications:

- Flexible schedule with some night and weekend availability
- Responsible, reliable, and punctual
- Strong communication skills
- Strong organizational skills

- Ability to convey the value of the venue to potential clients
- Strong analytical and problem-solving skills
- Ability to lift 40lbs.

Preferred Qualifications:

- Experience in the hospitality industry
- Proficient in Microsoft Office
- Proficient in Adobe Creative Suite, including InDesign & Photoshop
- Proficient in Tripleseat Event Management Software

Please send a cover letter and resume to katlyn.walther@umlaufsculpture.org to apply.