

City of Roswell, Georgia

SUPPLEMENTAL JOB DESCRIPTION – Historic Assets Rental Venue Supervisor/Program Supervisor I

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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Historic Assets Rental Venue Supervisor Supplemental Job Requirements, Responsibilities and Functions

The Historic Assets Division (HA) is part of the Recreation, Parks, Historic & Cultural Affairs Department. HA manages the specialty venues of Barrington Hall, Bulloch Hall, Mimosa Hall, Old Mill Machine Shop, Roswell River Landing, and Smith Plantation (SouthernTrilogy.com). The Historic Assets Venue Supervisor will oversee the contractual and event management of venues for private and public rentals, responsible for coordinating with the HA team regarding overall division calendar planning and goals execution. Position will report directly to the Coordinator of Operations and Interpretation.

REQUIREMENTS

1. Knowledge of common industry standards for event rental venues with proven experience in exemplary customer service relations with both clients and vendors.
2. Familiarity with event production and management.
3. Experience in relevant industry sales and marketing.
4. Strong communication skills regarding team collaboration and planning as well as social and sales skills for working with the public.
5. Demonstration of superior organization; Proficient in DocuSign/Adobe Acrobat and Microsoft Office Suite.
6. Willing to work weekends and traditional venue event hours of up to 1 a.m.; flexible schedule adjusted as needed for duties; salaried position.

ESSENTIAL JOB FUNCTIONS

1. Organizes the private and public rental use of HA venues in collaboration with team and broader division calendar. Responsible for communicating and ensuring proper facility space set-up for internal and external groups.
2. Oversees and ensures proper rental contract execution and relevant paperwork, documentation, and financial transactions.
3. Establishes effective working relationships with City employees, associations, community groups, sponsors, local businesses, vendors, and other parties of aligned interests.
4. Communicates and executes planning with vendors in an efficient and productive manner.
5. Manages attendant program with other City employees needed for event supervision. Coordinates with police department liaisons and Special Event division for event logistics when necessary.
6. Identifies future rental programming ideas and growth. Collaborates with local agencies to understand trends and needs for Roswell. Attends industry networking and sales events and opportunities; markets and promotes venues.

7. Retains records and communicates data collection points regarding venues on a regular basis; responsible for understanding customer base and determining sales and customer patterns.
8. Responds to emergency situations and troubleshoots appropriately; maintains professional and calm demeanor; prepares incident reports as necessary.
9. Able to forecast and prepare budget as requested; assists with purchasing new equipment and supplies for venue program.
10. Demonstrates ability to carefully observe, anticipate, and adjust venue program needs, client and vendor requirements, in order to create a well-functioning venue program while ensuring the proper stewardship of City historic assets.
11. Provides support to HA team in an administrative and creative capacity when needed; understands activity as part of a larger team division.

MINIMUM QUALIFICATIONS

Experience:

Requires a Bachelor's degree in relevant field (Meeting and Event Management, Marketing and Hospitality, Business Communications, or Public Relations); Strong preference given to Venue Management Certification; supplemented by one (1) year of proven venue management experience; or any equivalent combination of education, training, and long-term experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

PHYSICAL DEMANDS

The work is medium which requires the ability to exert light to medium effort that involves walking or standing for lengths of time. Work involves regular lifting, carrying, pushing and/or pulling of objects and materials of medium weight (20-50 pounds) such as tables, chairs, and various equipment. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.