



**Job Title:** Event Manager, Part time

**Department:** Facility Rentals

**Reports to:** Chief Strategy and Marketing Officer

**Hourly Wage:** \$17-\$20 per hour

The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for almost 100 years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum, and our Collection Resource Center at Historic Ft Wayne. The team cares for nearly 300,000 artifacts in its collection and relies on a staff of over 50 individuals to help to continue to bring Detroit's vibrant stories to life.

### **Position Description**

The Detroit Historical Society is adding to its Events Team! We are looking for a part time Event Manager, available to manage rental events in our museums on weekdays and weekday evenings. Schedule is variable based upon event bookings, 10-29 hours per week. The Event Manager has primary responsibility for executing events with facility rental clients. This includes conducting meetings with clients and vendors to show rental spaces, finalize event floor plans, timelines, vendor arrivals, and leading a team to execute the setup, flow, and teardown of events.

### **Major Responsibilities**

- Experience as a team leader managing a staff of 2- 3 individuals through event sales, planning and execution.
- Strong computer skills.
- Strong background in customer service.
- Must be available to work evenings and weekends.
- Ability to lead a team in executing event setup and tear down under time restrictions and to keep the team productively engaged throughout an event.
- Experience working with caterers and other event vendors to ensure events are successful.
- Ability to remain calm and focused in emergency situations and to implement emergency procedures for positive outcomes.
- Proficient in using basic audio-visual equipment.
- Exhibits good judgment with a cheerful and tactful demeanor.
- Outgoing personality with an ability to find solutions in all situations.
- Must be able to work independently but also as a key member of the event sales and operations team.
- Possess the ability to anticipate clients' needs and to respond promptly to concerns throughout the event.
- Strong communication skills with clients and event operations staff.
- Ability to lift 30 lbs.
- Physical ability to lead and execute event set up and tear down.

### **General Responsibilities**

- Performs other duties as assigned, directed, or as required to facilitate Society business.
- Attends informational meetings.

## Required Qualifications for Successful Position Performance

- Possess strong customer service skills.
- Exhibit a personal responsibility and accountability for event success.
- Effective communication skills with clients, museum staff and the public.

## Preferred Qualifications

- Willingness to work a flexible schedule.
- At least one year of event management experience.
- First Aid/AED/CPR certification a plus (this can also be obtained once an applicant is hired).

## Education and Experience

- High school diploma/GED.
- Previous experience in customer service.

## Compensation & Benefits

- Hourly Wage is \$17.00 - \$20.00 an hour dependent on qualifications and experience.
- Paid Parental Leave after 12 months of qualifying service in coordination with FMLA.

Candidates must have a valid driver's license, reliable transportation and be willing to undergo a criminal background check. Please note **Hourly Wage** prior to sending résumé and cover letter to the Human Resources Department at [humanresource@detroithistorical.org](mailto:humanresource@detroithistorical.org) No phone calls, please.

## EEO Statement

The Detroit Historical Society (DHS) is an Equal Opportunity Employer seeking to reach a broad and diverse candidate pool when filling vacant positions. We strongly encourage applications from individuals of diverse backgrounds. We sincerely believe that our organization and its work benefit from the perspectives and talents of a diverse staff. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.