



## UMLAUF Sculpture Garden + Museum Job Posting

The UMLAUF Sculpture Garden + Museum values a diverse and inclusive workplace and seeks to reflect these values through our employee, contractor, and volunteer hiring practices. The UMLAUF hires qualified candidates based on merit and does not discriminate because of race, color, religion, sex, gender identity, national origin, age, disability, genetic information, or veteran status.

**Position Title:** Venue Manager  
**Position Type:** Full Time Employee  
**Hours:** 40 hours per week. A regular work week is Monday – Friday, 9am – 5pm (may shift schedule earlier or later to avoid busy commute times). The Venue Manager is required to be on site occasionally during nights and weekends if needed and is on call during events for emergencies.  
**Reports to:** Executive Director  
**Supervises:** This position supervises a part-time Events Assistant and part-time Managers on Duty who work the events. The Venue Manager also schedules and oversees event security and event custodians.  
**Salary:** \$48,000 - \$50,000 annually + benefits (10 holidays + starting with 20 days PTO/sick time, fully paid health + dental insurance options). Salary offer based on experience.  
**Location of work:** In person at the UMLAUF (605 Azie Morton Rd. Austin, TX 78704). Employees have the option of working from home on Mondays.  
**Start Date:** March 2025  
**Deadline to Apply:** Sunday, February 16, 2025  
**Description:** The Venue Manager is responsible for managing the operations of the UMLAUF's event venue rental program, which provides visibility and key revenue streams for the organization. This person is an integral member of the UMLAUF staff, balancing the use of the facility for private events and the mission of the UMLAUF as a public institution. The ideal candidate for this position is extremely organized and enjoys a quick-moving work schedule; is motivated by generating revenue for a non-profit organization; enjoys helping people, answering questions, and navigating challenges; is comfortable enforcing policies and has the ability to think of alternative solutions for clients and their events as needed.

### Responsibilities:

- **Customer Service**
  - Provide exceptional customer service with efficient and appropriate problem solving
  - Respond to inbound event rental inquiries in a timely manner
  - Assist clients with questions regarding venue policies and best practices throughout their planning process
  - Create, maintain, and grow relationships with event vendors
  - Be a representative and ambassador for the UMLAUF to guests on site, as well as in the Austin event community
- **Sales & Marketing**
  - Provide site tours to prospective clients
  - In partnership with the Marketing Manager, maintain the venue marketing collateral, ensuring designs and photos are appealing, and online and printed materials are up to date
  - Identify untapped markets and avenues to increase rental revenue
- **Ensuring Compliance**
  - Ensure all events, clients, and vendors adhere to local permitting and code regulations, and comply with the UMLAUF venue policies
  - Maintain vendor documentation and ensure required insurance documents are on file

- **Managing Staff**
  - Hire, train, and supervise event Managers on Duty and the Event Assistant, including delegating work, scheduling shifts, processing payroll, and evaluating performance
  - Schedule event security and custodial for all events
  - Thoroughly compile and communicate event details for the Manager on Duty
- **Managing Vendors**
  - Evaluate and approve vendors hired by event clients
  - Communicate venue policies and best practices to vendors and field questions they may have during the client's planning process
  - Maintain and regularly evaluate the preferred vendors list
- **Finance**
  - Create contracts and client billing schedules, ensuring rental contracts are signed, invoices are sent, and payments are received on time
  - Process damage deposit returns
  - Develop rental department budget annually, tracking expenses and revenue to ensure budget goals are met
  - Utilize reporting in Tripleseat to forecast revenue
- **Operations**
  - Evaluate venue regularly to identify grounds and facility needs in coordination with the Director of Operations & Administration
  - Be on call during private event rentals in case of emergency (may require coming to the museum to assure resolution and event satisfaction)
  - In coordination with the Director of Operations & Administration, assess if any actions should be taken in regards to severe weather in the area during or before an event
  - Be on site for larger or more complex events as needed

**Required Qualifications:**

- Bachelor's degree in hospitality management, event planning, business administration, or related field
- Minimum two years of venue and/or event management experience
- Highly organized and flexible in a dynamic environment; keen attention to detail
- Ability to work toward long-term goals with little supervision while managing daily tasks
- Strong communication skills in person, writing, over the phone and video conferencing
- Proficient in Microsoft Office products, spreadsheets, event diagramming software, managing calendars, and using sales and CRM software
- Project management skills
- Sense of personal accountability, responsibility, integrity, and discretion
- Collaborative and creative approach to solving problems
- Professional, flexible, and responsive
- Ability to lift 40 lbs.

**Preferred Qualifications:**

- Proficient in Tripleseat or similar software
- Experience in a non-profit museum and garden setting or similar venue
- Advanced skills in creating/working with spreadsheets, financial reporting, and forecasting

Interested candidates should submit the following documents to [amara.klemann@umlaufsculpture.org](mailto:amara.klemann@umlaufsculpture.org):

1. A letter of interest, 2. Resume, 3. Contact information for three references