



Job Description

Title: Event Rental Manager		Department: g360
Reports to: CFO	Work Schedule: Part-time or full-time status to be determined; schedule will include Saturdays, Sundays and evenings.	Positions Supervised: N/A
Job Status: TBD	FLSA Status: Exempt	Date Revised: March 2020

POSITION SUMMARY:

The Event Rental Manager role supports the school by generating revenue through rental income. Responsibilities include the promotion and booking of rentals, rental contract negotiation and administration, supervision of staff contracted for events, vendor coordination and onsite coordination of rentals as needed. This role requires someone who is approachable, courteous, safety-minded and collaborative and is able to work all events including evenings and weekends. This person must also balance the opportunities for rentals with the needs of the school in executing its own activities.

PRINCIPAL RESPONSIBILITIES:

- Managing the promotion and execution of Galloway facility rental events (for all Galloway spaces including the main campus theatre, meeting rooms, classrooms as well as gym and athletic complexes)
- Responding to rental inquiries in a timely, effective and proactive manner
- Scheduling and providing venue tours for the main Galloway campus and satellite athletics fields
- Negotiating rental and vendor contracts and administering all related documentation including certificates of insurance
- Understanding the complex needs of different events and diverse clients and identifying the client's unique requirements and expectations for each event
- Coordinating and monitoring the rental calendar and working closely with the Leadership Team (including Facilities Director, Directors of Athletics and Principals) to ensure a cohesive overall calendar
- Scheduling and managing Galloway and/or TMS employees to be present during rentals and being present any time other Galloway/TMS employees are not scheduled
- Managing and overseeing events on the day of, including problem-solving, welcoming guests, directing event set-up, communicating with staff, and organizing vendors, and managing take-down and follow-up processes
- Keeping inventory of equipment used by or accessible to renters and handling the repair and replacement as necessary
- Ensuring all contractual agreements are met by both parties and that Galloway rental procedures and policies are followed
- Issuing invoices and collecting payments in a timely manner, and creating comprehensive and readable financial reports
- Creating sales opportunities for future events during client liaisons and during events
- Creating and managing an annual budget including meeting revenue targets
- Conducting inter-department debriefing meetings for rentals
- Creating and maintaining a system of customer feedback through phone calls, surveys, etc.

<p>Education: Bachelor's Degree required</p>	<p>Experience:</p> <ul style="list-style-type: none"> • 5+ years related experience or equivalent combination of education and experience. • Not-for-Profit and/or independent school experience preferred
<p>Competencies:</p> <ul style="list-style-type: none"> • Ability to relate to a wide variety of people and to observe, listen and provide leadership which results in the best possible work environment • Excellent oral and written communication skills and the ability to present ideas and plans to client and vendors • Exceptional attention to detail and demonstrated ability to meet deadlines necessary • Strong analytical/strategic thinking skills • Ability to work independently and manage multiple projects at the same time 	<p>Specialized Skills and Knowledge:</p> <ul style="list-style-type: none"> • Working knowledge of facilities and related equipment • Experience with light and sound equipment • Demonstrated experience in monitoring and managing a department budget • Core math competency and computer skills in word processing, spreadsheets and electronic communications required