

**Job Title:**  **Shiloh Gardens Venue Manager**

**Reports To:** Samantha Shelton

**Full Time / Part Time:** Full Time

**Location:** Atlanta, GA

**Salary:** $55,000

**Full Job Description**

We are looking for an organized venue manager to oversee the operations, maintenance, and event sales for our venue Shiloh Gardens. In this role, you will be required to use our venue pricing packages to secure bookings, liaise with event planners and clients, and coordinate the logistics of onsite events. You will also be required to report any necessary maintenance needs of the venue to operations to assist with upkeep of the property.

To be a successful venue manager, you should demonstrate excellent problem-solving and customer service abilities and strong leadership skills. Ultimately, top-notch venue managers can anticipate all logistics and requirements for events and show exceptional organizational and interpersonal skills and ensure the venue generates profit for the company.

**Responsibilities:**

* Ensuring that the venue and facilities are clean and organized.
* Managing all bookings for events and liaising with the clients to determine event requirements.
* Preparing venue hire packages and pricing options and negotiating with clients.
* Supervising all event staff.
* Scheduling and coordinating the delivery and pick up of rentals such as staging, sound equipment, furniture, and other venue equipment.
* Liaising with catering services and supervising their requirements and logistics.
* Promoting the location and events through a variety of marketing channels such as social media.
* Supervising the operations of events and tending to any incidents or queries.
* Managing all administrative tasks such as insurance, booking schedules, and invoicing.
* Communicating and enforcing all security regulations and protocols.

**Requirements:**

* High school diploma or GED.
* Bachelor’s degree in events management, hospitality, or similar preferred.
* A minimum of 2 years’ experience as a venue or event manager preferred.
* Ability to multitask and remain calm in stressful situations.
* Excellent promotional ability and knowledge of marketing channels and techniques.
* Sound knowledge of safety measures and risk management strategies.
* Great interpersonal and communication abilities.
* Exceptional organizational and time management skills.
* Strong negotiation skills and leadership abilities.
* Willingness to work long hours and on weekends and holidays.

\*\*Company conducts a complete pre-employment background check\*\*

Benefits:

* 401(k)
* Health insurance
* Dental insurance
* Paid time off
* Vision insurance

Please send resume to the attention of Samantha Shelton, President & CEO, Furkids, Inc. at sam@furkids.org

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