

Job Title: Event Facility Manager
Company: The Sheldon Arts Foundation
Location: St. Louis, MO
Position Type: Part-Time
Reporting to: Director of Events

ABOUT THE SHELDON

For over one hundred years, The Sheldon has been dedicated to enriching the greater St. Louis region and beyond with a wide range of music, visual arts and educational programs of the highest quality, diversity and educational impact; and to the preservation and operation of the historic Sheldon Concert Hall and the adjoining Sheldon Art Galleries. Built in 1912, The Sheldon consists of a 700-seat concert hall, a 300-seat ballroom, a 500-seat banquet room and a 7,000 square foot art gallery. With a committed board, The Sheldon has positioned itself as a financially stable artistic gem in the heart of St. Louis' Grand Center Arts District.

POSITION SUMMARY

The Event Facility Manager is responsible for the smooth operation of nighttime events taking place in The Sheldon. This person will work closely with the rest of the Events team to ensure that all public and private gatherings at the Sheldon are safe, smoothly run and enjoyable for all.

ROLES AND RESPONSIBILITIES

1. Act as Facility Manager for public events & private rentals – readying the facility before opening, ensuring security team members and bartenders are in place.
2. Deliver excellent customer service to clients during private events and attend to their needs. Be familiar with the terms of each customer's contract and address any changes that may occur.
3. Conduct pre-shift meeting with Volunteer Ushers.
4. Communicate with the stage crew and open the "House" when performers are ready for the public.
5. Work with the Events team to ensure backstage/artist hospitality is in place and periodically checked for all production rental events.
6. Supervise Bar Staff and close out nightly sales.
7. Supervise Event Security.
9. Deal with patron and/or artist emergencies as they occur.
10. Lead the entire Sheldon team should there be a weather emergency during an event.
11. Be responsible for keeping the historic Sheldon safe from damage or harm during an event.
12. After events, conduct walk-throughs to ensure the building is clean, empty and ready to lock up for the night.
13. Safely secure the Sheldon for the evening.

REQUIREMENTS

- This position requires the incumbent **to work nights and weekends**.
- Excellent communication and diplomatic skills and perfect fluency in English.
- This is a role that requires leadership and the ability to remain calm during stressful situations.
- Excellent customer service skills
- Competent Microsoft Office Suite.
- Superior math skills for tracking cash.
- Be a problem solver
- Must be able to stand for long periods of time, be unaffected by loud noises, lift 30 pounds and navigate crowded and often dimly lit spaces.
- A background in theater, hospitality or retail management is preferred.

TERMS OF EMPLOYMENT

- 15-20 hour work week, schedule will be determined by event schedule.
- Pay Structure: Flat Fee of \$135 for under 6hr & \$160 for over 6hrs, plus frequent gratuity.
- The Sheldon is an equal opportunity employer. People of Color, individuals with disabilities, members of the LGBTQIA+ community and veterans are encouraged to apply.

HOW TO APPLY

Interested candidates should submit a cover letter and resume to Jason Felders, Director of Events: jfelders@thesheldon.org *No phone calls please.*