



1400 W Mars Hill Rd, Flagstaff, AZ 86001-4499 | USA  
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## POSITION ANNOUNCEMENT

### VENUE MANAGER

Lowell Observatory is a world-renowned astronomical observatory located in Flagstaff, Arizona. Established in 1894, Lowell Observatory is dedicated to scientific research, education, and public outreach, offering visitors a unique opportunity to explore the wonders of the universe.

Lowell Observatory is seeking a dedicated and experienced Venue Manager to oversee the rental operations of our multiple venues. The Venue Manager will be responsible for ensuring the smooth functioning of all aspects of the venue rentals, including event coordination, customer service, and facility maintenance. The Venue Manager will play a crucial role in ensuring the smooth operation of event rentals while also fostering a dynamic and engaging atmosphere. The ideal candidate will have strong leadership skills, excellent communication abilities, and a proven track record of successful rental venue management. The Venue Manager will report to the Chief Operations Officer (COO).

### RESPONSIBILITIES

- Manage all aspects of venue rentals for public and private events, including weddings, corporate gatherings, and educational programs.
- Maintain a high level of customer service at all times, addressing any issues or concerns promptly and professionally.
- Act as the primary point of contact for event inquiries, coordinating site visits, and providing information on venue options and availability.
- Collaborate with clients to customize event packages, negotiate contracts, and ensure all logistical requirements are met.
- Oversee the setup and breakdown of events, ensuring that all equipment and supplies are in place and in good working order.
- Develop and implement cost-saving initiatives, and coordinate with the COO for pricing determination.
- Work closely with Marketing department to promote the rental venues and attract new business.
- Ensure compliance with all relevant health and safety regulations.
- Maintain accurate records of event bookings, payments, and client communications.
- Prepare reports and presentations for management, analyzing data and identifying trends and opportunities for improvement.
- Coordinate events within Lowell Observatory including lectures, workshops, and conferences, in collaboration with other departments.
- Assist with promoting internal events by working closely with the Marketing department.
- Other duties as assigned.

## QUALIFICATIONS AND EXPECTATIONS

*It is not necessary to meet 100 % of these qualifications to be considered for this position.*

- Proven experience in venue management, event planning, or hospitality industry.
- Strong leadership and team building skills.
- Excellent communication, negotiation, and customer service skills.
- Strong organizational abilities with attention to detail.
- Ability to multitask and prioritize in a fast-paced environment.
- Knowledge of industry trends and best practices.
- Availability to work evenings, weekends, and holidays as needed.

## EXPERIENCE AND EDUCATION

- Bachelor's degree in hospitality management, event planning, or a related field (preferred), or equivalent experience.
- Familiarity with Tripleseat or similar event management software will be considered an advantage.

## WORKING CONDITIONS

Often sitting, standing, bending, and working at a computer for extended periods of time. Frequently moving throughout the campus, on sometimes uneven terrain. Speaking and listening, both in person or while using the telephone. Occasional driving may be necessary. Ability to lift up to 25 pounds. Occasionally working outdoors, sometimes in extreme cold or heat.

<b>Status:</b>	Full Time/Regular
<b>Compensation:</b>	\$65,000 - \$75,000 DOE
<b>Compensation Type:</b>	Salary
<b>FLSA Classification:</b>	Exempt
<b>Benefit Eligible:</b>	See below*
<b>Location:</b>	Lowell Observatory's Mars Hill Campus- Flagstaff, AZ
<b>Start Date:</b>	Negotiable, on or before July 1 <sup>st</sup> preferred

### To Apply:

Please send the following documents to [jobs@lowell.edu](mailto:jobs@lowell.edu)

- Lowell Application ([www.lowell.edu/careers](http://www.lowell.edu/careers))
- Resume
- Letter of interest addressing your qualifications
- Phone numbers and e-mail addresses of three professional references

**We will begin review of applications on May 23<sup>rd</sup>. Position is open until filled.**

\*Benefits Overview: In addition to 11 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company. Up to a 5% match on retirement contributions after 6 months of employment.

## **Employment is subject to passing a background check**

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of mountains sacred to tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

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