



VENUE OPERATIONS MANAGER

Venue Operations Manager is a part-time position available to begin immediately or with a flexible start date. The role focuses on ensuring that our property is “event-ready” prior to each booked event. Day-of event support is a large part of this role, including managing events and venue staff, providing on-call support to staff during events, and ensuring venue policies and procedures are followed. Outside of event days, the manager will be onsite for booked client visits and perform a variety of tasks leading to the successful execution of events on the property.

This is a great job for a self-motivated candidate with a flexible schedule and an interest in weddings and special events and/or historic properties. This role has two primary goals: ensuring that our property is in great condition to service our clients for years to come and meeting and exceeding customer expectations.

JOB FUNCTIONS

Duties and responsibilities include but are not limited to:

- Comprehend, apply and explain venue rules, policies, and procedures to clients and vendors.
- Operate a variety of office and event equipment.
- Inventory and maintain adequate levels of building/event supplies.
- Inspect venue interior and exterior property and address any issues independently or with the help of ownership in a prompt manner.
- Train and provide work direction to, scheduling of, and guidance to hourly venue staff.
- Establish and maintain cooperative and effective working relationships with others.
- Respond promptly to all client, vendor, staff and other emails and phone inquiries.
- Attend and participate in assigned meetings and training sessions.
- Comprehend and maintain compliance with all applicable health and safety regulations.
- Represent the business in a positive manner.
- Provide reporting to venue ownership, as needed.

QUALIFICATIONS

The ideal candidate for the Venue Operations Manager position should:

- Be self-motivated and results-driven with ability to work independently and as part of a team.
- Be prepared at times to “get hands dirty” solving building, cleaning, and maintenance issues.
- Be honest, dependable, punctual, and detail-oriented.
- Be a strong, clear communicator.
- Have flexibility to adapt to a varied work schedule and event scheduling demands.
- Have excellent organizational skills and the ability to multi-task.
- Be personable and enjoy working with people using tact, patience, and courtesy.



- Embrace the diverse backgrounds and practices of our client base.
- Have computer skills including Microsoft Word and Excel and Google Drive.
- Have a degree from an accredited college or university, or comparable experience.
- Be able to regularly lift 30 pounds, climb ladders, and spend several hours standing.

DESIRED QUALITIES

Preference will be given to candidates who:

- Have experience working with event management, property management, or related area.
- Reside near our location.
- Have a valid driver's license and access to a vehicle as needed.
- Are interested in growing with our small business, with the opportunity to expand the role into sales and client management in the future.

WORK SCHEDULE

This is a year-round part-time role ranging from 20 to 40 hours per week, the majority of which will be completed onsite. Your schedule and quantity of hours will vary throughout the year and be determined in coordination with ownership based on scheduled events and building tasks. Evening and weekend availability and flexible scheduling is a requirement for this position.

COMPENSATION

This is an hourly position with compensation ranging from \$30 to \$40 per hour, depending on experience.

TO APPLY

Submit your resume and a thoughtful cover letter to Sarah Narcus at sarah@oliopeabody.com. No phone inquiries, please.

COMPANY DESCRIPTION

Olio is a non-traditional event space for weddings, parties, corporate events, galas, and more. We are a mother/daughter team and our office is located at our venue in downtown Peabody, Massachusetts. We are booked for more than 50 weddings and events already this season, with continued opportunity for growth in this and future years. Joining our small team is an excellent opportunity for a qualified candidate to be part of a small, startup and make real contributions to the business. For more information about our company, visit www.oliopeabody.com

Olio Events LLC is an Equal Opportunity Employer. Candidates with diverse backgrounds and experiences are encouraged to apply.