



VENUE MANAGER

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

JOB DESCRIPTION

Venue Manager is a newly-created, full-time position available to begin immediately. The role includes client interaction through inquiries, tours, and throughout the booking process, as well as client management once booking has occurred with email, phone, and in-person support. Day-of event support is also 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.

This is a great job for a motivated candidate with a hospitality degree and/or experience in weddings, events, and sales. This role has two primary goals: meeting and exceeding customer expectations and ensuring that our property is in great condition to service our clients for years to come.

JOB FUNCTIONS

Duties and responsibilities include but are not limited to:

- Respond promptly to all client, vendor, and other emails and phone inquiries
- Assist with the sales process for all clients including touring, follow-up, billing processes and related financial duties.
- Assist with the creation and maintenance of records applicable to each event.
- Interpret, apply and explain venue rules, policies and procedures to clients and vendors.
- Operate a variety of office and event equipment.
- Attend and participate in assigned meetings and training sessions.
- Manage and supervise events independently.
- Train and provide work direction and guidance to venue staff.
- Establish and maintain cooperative and effective working relationships with others.
- Comprehend and maintain compliance with all applicable health and safety regulations.
- Represent the business at events, network gatherings, and other meetings.
- Provide reporting to venue ownership, as needed.

QUALIFICATIONS

The ideal candidate for the Venue Manager position will:

- Have a degree from an accredited college or university, or comparable experience
- Have experience working with wedding or event management, or related area.

MODERN / INDUSTRIAL



E V E N T S P A C E

- Be a persuasive communicator, have excellent interpersonal skills, and foster client and vendor relationships.
- Have excellent organizational and event management skills; ability to initiate, plan, prioritize and oversee multiple events successfully.
- Have computer skills including Microsoft Word and Excel, with ability to learn a sales and venue management platform.
- Have flexibility to adapt to a varied work schedule and event scheduling demands.
- Be personable and enjoy working with people using tact, patience, and courtesy.
- Be results- and deadline-driven with proven ability to work independently and as part of a team.
- Solve building, cleaning and maintenance issues.
- Possess a valid driver's license.
- Be able to lift 25 pounds, bend, and crouch.

WORK SCHEDULE

This is a year-round full-time role. Typical weekly schedule is Thursday through Monday, and evening and weekend availability is a requirement for this position.

COMPENSATION

This full-time role is a salaried, exempt position. In addition to the salaried compensation, benefits will be offered and there is a bonus structure based on company performance.

TO APPLY

Submit your resume and a thoughtful cover letter to Sarah Narcus at sarah@oliopeabody.com.

Preference will be given to candidates who reside near our location. No phone inquiries, please.

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