



## **Redeemer Presbyterian Church Position Description**

**Position:** W83 Ministry Center Events Manager

**FLSA Status:** Exempt

**Band:** 6

**Department:** W83 Ministry Center, Redeemer WS

**Reports to:** W83 Ministry Center Director

**Date:** August 21, 2017

**Work Hours:** Full-Time, M-F – starts at 10:00 a.m.

**Office Location:** W83 Ministry Center  
150 West 83 Street  
New York, NY 10024

### **Position Summary**

The Events Manager oversees all events happening at W83 Ministry Center, a multi-use community center that also serves as the home of Redeemer West Side. This position works with a range of clients including individuals from the neighborhood, non-profit organizations, businesses and Redeemer churches and ministries. She/he manages a dynamic events team to deliver quality customer service and ensure excellence in the production of all events in our space. Detail-oriented, personable and collaborative, the Events Manager actualizes W83's vision to love and serve our neighbors and to support the flourishing of all who use our space.

### **Job Description**

- Manage pipeline of events from start to finish, including: arranging walk-throughs with clients, negotiating contracts, managing invoicing, collecting COI's (certificates of insurance), and confirming event setup details.
- Execute space rental contracts with clients for a variety of events including conferences, weddings, receptions, fundraisers.
- Coordinate setup logistics for internal events, working with staff from Redeemer's network of churches and ministries.
- Cultivate relationships with long-term clients and vendors.
- Seek out potential clients via marketing initiatives and referrals.



- Coordinate with vendors including caterers, AV/sound technicians, photographers, and rental companies to ensure day of event production runs smoothly.
- Manage staff responsible for event coordination activities, and schedule part-time operations and events staff to work during events. Recruit, hire and train new staff as needed.
- Prepare day of event notes for on-site events staff (including setup, deliveries/pickups, run of show, and other need-to-know info) and brief staff as needed.
- Oversee systems used for events management including EventPro and AllSeated.

### **Qualifications**

At least three years of experience in events management including staff management and customer service. Bachelor's degree in communications, marketing, public relations, hospitality management or related field preferred. Excellent organizational, written and verbal communications and time management skills. Proficiency with basic computer applications including Microsoft Office and Google Drive. May need to work evenings and weekends occasionally. Commitment to a high level of service and mature professionalism.

### **Skills & Experiences**

Excellent communication and customer service skills. Ability to consistently deliver a high level of service in supporting the mission of Redeemer West Side and ensuring that W83 Ministry Center's programs and activities receive maximum support through the delivery of excellent service. Capacity to work independently and use sound, professional judgment and think innovatively. Develop and apply necessary programs, strategies and activities to meet department goals and objectives.

Capacity to function effectively under time constraints and when managing multiple, equally critical demands. A team player with leadership skills. High comfort and confidence to flourish within a dynamic and complex organization.