



Lawrenceville Arts Center RENTALS & EVENTS MANAGER

Lawrenceville Arts Center (LAC), a brand-new premier arts and culture venue located in historic downtown Lawrenceville GA opened in October 2021. With five distinct spaces (and endless funky alcoves) LAC is the perfect venue for your next performance, convention, corporate meeting, or celebration. Home of Aurora Theatre, the 3rd largest professional theatre in the State of Georgia, LAC is sure to be a destination location for not only Gwinnett County and Georgia, but the entire Southeast region!

Salary is commensurate with experience; base + commission; generous benefits package listed below.

SALARY: \$36,000 - \$40,000 + commission

To best show LAC's commitment to inclusion, diversity, equity, access, and excellence in our workspace, we encourage ALL qualified applicants to apply. LAC is an equal opportunity employer. A candidate who is fluent in English/Spanish is preferred.

TO APPLY: Please email resume and cover letter including name, phone numbers and emails of three references to:

Jono Davis
Complex General Manager
PO Box 2014
Lawrenceville, GA 30046
Hiring@auroratheatre.com
Subject: Rentals & Events Manager

REPORTS TO: Complex General Manager / Director of Rentals & Events

Position Summary

The Rentals & Events Manager is responsible for supplying overall end-to-end support to clients for all Lawrenceville Arts Center (LAC) events. This includes private corporate business, event planning from private to public productions, creative collaborations and more. This role handles organizing and supporting records and related paperwork along with developing, organizing, and managing events from point of contact to event facilitation in concert with LAC partners. This individual should be able to successfully realize the vision of the client, exceeding expectations at every opportunity while developing client relationships and maintaining long-term client retention.

Position Responsibilities

- Book the LAC as a venue for private groups, including social, corporate, faith-based, and performing arts.
- Respond to inquiries, negotiate pricing, and deliver sales proposals with the highest level of customer service to cultivate client retention and develop strong relationships.
- Work closely with the City of Lawrenceville to collaborate on events at the LAC and in Downtown Lawrenceville
- Facilitate site visits as needed, whether virtual or in person
- Collaborate with all facility departments to ensure successful site tours.
- Research, identify, and contact prospective user groups to initiate sales efforts. This includes networking events within the community to facilitate future relationships.
- Collaborate in sales/marketing efforts with industry partners through sales efforts, marketing, and public relations for growing new markets and clients.
- Work closely with staff to ensure the event spaces are appropriately scheduled, resourced, and staffed.
- Apply basic analytical, math, and accounting skills to calculate contracts.
- Aid internal and over hire staff as needed in the set-up and management of LAC facilities.
- Communicate problems and proposed solutions to management.
- Supervise the scheduling and booking of event spaces; serve as a liaison with outside promoters, permittees, and presenters, to negotiate and resolve issues.
- Manage documentation for rental clients and events as well as paperwork of historical projects.
- Frequent evening and weekend hours required. Holiday work may be needed.

Qualifications:

- 1-3 years' experience in event sales/management, preferably with an arena, convention center, hotel, or other similar public assembly facility
- College degree preferred, but not required
- Bilingual applicant preferred
- Knowledge and appreciation of performing arts and/or music industry experience preferred
- Exceptional diligence with organizational skills
- Ability to negotiate, influence and sell prospective clients
- Excellent interpersonal and communication skills, initiative-taking and results oriented
- Customer service focused, proactive, cheerful outlook with guests, staff and co-workers
- The ability to reframe your thinking calmly and rapidly in an emergent situation and thrive in a high-pressure environment
- Passion for event planning and the ability to provide excellence in event production
- Proficient in the use of Microsoft Office, VenueOps (or similar booking software), WordPress and Adobe Creative Suite is preferred
- Strong verbal and written communication skills
- Any successful applicant must have and maintain current Driver's License
- Any successful applicant must be able to pass background checks

CULTURE

Lawrenceville Arts Center is an inclusive art space where you will be part of a thriving cultural scene (music, theatre, dance, & visual arts). Join a creative culture that works under "Group Speak" (all voices welcomed). We value equity in the workplace, and we fight for civic, corporate, and cultural understanding. Plus, we have a lot of fun!!!

This is a full-time position eligible for benefits and perks including:

- health insurance (full health, vision, dental, supplemental)
- retirement
- paid time off
- flexible work environment
- ongoing career training
- employee discounts
- FREE admission to shows
- AND MORE!!!!

Aurora recognizes that conversations about salary can be difficult. We strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Aurora will work hard to administer the compensation program in a transparent, consistent, and equitable way across the company.