



## Position Description

Position Title: Facility and Events Manager

Status: Part-Time (Seasonal) - Hourly

Duration: April – November

Salary: \$25 / hour

Working Hours: Flexible schedule required. Weekends, long nights, early mornings, holidays, and some weekdays. Average hours per week will vary dependent upon event activity, and can range anywhere from 10 – 40+ hours.

### About Simsbury Meadows Performing Arts Center

Simsbury Meadows Performing Arts Center (SMPAC) is a state-of-the-art venue located in the heart of downtown Simsbury, 22 Iron Horse Blvd. Comfortably situated in the scenic Farmington Valley, mid-way between Hartford and Litchfield, Simsbury Meadows is the state's second-largest outdoor venue, with a capacity of 10,000. Summer home to the Hartford Symphony Orchestra, the venue features world-class performances in classical music, pop, country, and jazz, as well as family programming, festivals, athletic events, races, and markets. The Simsbury Meadows Performing Arts Center, Inc. is a 501c-3 non-profit organization.

### Position Overview

Under the guidance of the Operations Manager, the Facility and Events Manager will oversee a wide range of functions in the areas of facility and event management, site services, and equipment maintenance. The Facility and Events Manager will be expected to consistently provide an outstanding experience for rental clients, donors, patrons, community partners, vendors, staff, and volunteers.

### Roles and Responsibilities

#### **Facility Management**

- Provide support to the Operations Manager for site service vendor coordination and receipt of deliveries. Site services include, but are not limited to: portable restrooms, artist and production trailers, equipment rentals, electrical services, janitorial services, security services, waste removal, ice, soft goods, food and beverage, shuttle transportation
- Prepare and maintain inventory of all venue and rental equipment and supplies, alerting Operations Manager of any maintenance/repair or replacement needs in a timely manner.
- Manage and maintain all venue equipment (golf carts, Bobcat, chairs, signage, fencing, etc.), including adequate fueling and ensuring all equipment is in good working condition prior to each event
- Oversee annual site opening/setup and end of season site breakdown/closing

- Supervise part-time Facility Management Assistants to include scheduling, training, and providing direction and guidance with regard to task execution
- Utilizing documented individualized event prep needs and timelines, work with Facility Assistants to prepare the venue for each event
- Develop, document, and regularly update facility safety procedures and training
- Collaborate with Town Parks Superintendent to prepare parking areas and scheduling lining, and to ensure clear marking of sprinkler heads and areas for event services rental equipment placement on grounds
- Participate in Operations Committee meetings

### **Event Management**

- Collaborate with Programs Manager to plan, service and supervise rental events from permitting through event day execution
- Meet with rental clients in advance of events and assist in determining all event needs, guiding the planning process as necessary to fit within the scope of all Simsbury Meadows site usage guidelines, policies, and procedures
- Prepare event summaries to include timeline, diagrams, set-up requirements and any other supporting documentation required to be distributed to appropriate support staff, vendors, and volunteers ahead of the scheduled event
- Coordinate Food and Beverage needs with Operations Manager as required for each rental event
- Prepare and submit public gathering permit applications for all rental events and attend Simsbury Board of Selectmen meetings as necessary to advocate for first-time event approvals
- Communicate with municipal officials, including police, fire, EMS, health district, as well as privately contracted security, event staff and volunteers to ensure safety and security of all patrons and guests
- Serve as on-site “manager on duty” for all rental events to enforce facility policies and procedures, resolve event issues, and respond to patron service matters
- Maintain accurate and complete files with regard to each rental event and assigned responsibilities
- Other duties as assigned

### Required Knowledge, Skills, and Abilities

- Demonstrates integrity throughout all facets of work
- Excels in a fast-paced environment
- Exceptional multi-tasking skills
- Strong interpersonal and relationship building skills
- Detail-oriented with strong organizational skills and commitment to accuracy
- Strong oral and written communication skills
- Proficient in use of G Suite, to include word processing and spreadsheets
- Highly flexible and adaptable to change

### Qualifications

- High school diploma or equivalent, college degree in relevant field preferred
- 2-4 years of experience in event management for a place of public assembly

### Working Conditions and Physical Tasks

- Ability to stand and walk for long periods of time
- Ability to frequently lift and or move up to 50 lbs, bending and stretching overhead is required
- Outdoor events will expose this position to extremes in temperature and inclement weather
- Some local travel necessary; valid driver's license and access to own insured vehicle required
- Employee will be required to operate a Bobcat and golf cart

### Applications

Please submit cover letter and resume by email to:

Christine Lill  
Operations Manager  
Simsbury Meadows Performing Arts Center  
Email: [christine@simsburymeadowsmusic.com](mailto:christine@simsburymeadowsmusic.com)

### Diversity and Inclusion

Simsbury Performing Arts Center (SMPAC) is committed to creating a diverse, equitable and inclusive environment in its board, staff, vendor relationships and entertainment offerings. We are dedicated to creating a diverse and inclusive culture where everyone feels welcomed, valued and included, onstage and off. We believe we are stronger as an organization when we embrace the unique attributes, characteristics, abilities, and perspectives of all individuals. SMPAC does not discriminate or permit discrimination in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.