



105 North Union Street  
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torpedofactory.org  
@torpedofactory

## JOB OPPORTUNITY

### **Preserving the Past, while Innovating our Future!**

The City of Alexandria is located in northern Virginia and is bordered by the District of Columbia (Potomac River), Arlington, and Fairfax counties. With a population of approximately 150,000 and a land area of 15.75 square miles, Alexandria is the seventh largest city in the Commonwealth of Virginia. Alexandria has a charming waterfront and is a unique and historic place to live and work. About one-quarter of the City's square miles have been designated as a national or local historic district. We proudly embrace our rich history and seize the endless opportunities that lie ahead. If you are interested in working for the vibrant City of Alexandria, we invite qualified candidates to apply for the Temporary Part Time **PRIVATE EVENT RENTAL MANAGER – TORPEDO FACTORY ART CENTER** position.

Founded in 1974 in an old munitions plant, the Torpedo Factory Art Center is home to the nation's largest collection of working-artists' open studios under one roof. An Alexandria landmark for nearly 50 years, it's the highlight of the Potomac Riverfront, attracting approximately 500,000 visitors annually.

#### Our work is driven by our 4 Guiding Principles:

- Aligning the work we do with our strategic plan
- Executing against our strategy and ensuring accountability for our results
- Promoting and encouraging a culture of leadership and ownership at all levels of the organization
- Promoting a culture of service excellence, creativity and entrepreneurship

#### **Overview**

The Temporary Part Time Private Event Rental Manager at Torpedo Factory Art Center (TFAC) sells the TFAC venue, provides clients and vendors support during private events, ensure the safety of the building and its occupants while providing exceptional, proactive customer service. The position is also responsible for overseeing and scheduling seasonal event staff and all administrative work associated with reserving dates, creating and executing private event contracts, and collecting payments. Duties are performed under the supervision of the Regional Program Director – Torpedo Factory Art Center.

#### **What should you bring**

Position involves the set-up and breakdown of event equipment and furniture. Candidate should have event planning, venue management, customer service, sales, marketing, and/or food and beverage experience. Extroverted, creative, flexible, detail-oriented, analytical perspective, technical acumen, ability to manage budgets and schedules are essential. Arts venue and/or nonprofit experience preferred.

#### **The Temporary Part Time Private Event Rental Manager at Torpedo Factory Art Center will:**

- Possess excellent interpersonal and communication skills, confident serving as the key point of contact for all private event communication.
- Possess confident conceptualizing and conveying messages articulately, in verbal or written form.
- Possess an unwavering commitment to customer service, with the ability and desire to build winning relationships with guests, vendors, neighboring businesses, and co-workers alike.
- Maintain relationships with the local event community including event planners, event producers, vendors, and other events companies. Ability to build suggested vendors lists.
- Ability to identify upsell opportunities; seek and coordinate additional opportunities for the use and rental of TFAC.

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The Torpedo Factory Art Center is managed by the City of Alexandria's Office of the Arts,  
a division of the Department of Recreation, Parks, and Cultural Activities.



- Respond to all private rental inquiries, via walk-in, phone email, or website memberships, within 24 hours.
- Managing all bookings for rental events; creates and executes contracts, collects payments, and updates the proprietary City database in a timely manner.
- Managing administrative tasks to include vendor insurance, permits, private event insurance, and invoicing.
- Ensures legal accuracy of all contracts, invoicing, and insurance policies.
- Recommend hiring, schedule, and oversee seasonal/hourly event staff. Provide leadership, job training, and set service standards.
- Be responsible for seasonal staff timesheets and payroll.
- Will work with the marketing team to create collateral event materials, create marketing materials, tour packets, and update social media as necessary. Adhere to style and branding guides.
- Be able to confidentially maintain personal information. Understands and respects the sensitive nature of information and ensures financials are processed discreetly. Confident counting cash and processing cash, check, and credit transactions.
- Be able to keep meticulous records and build sophisticated spreadsheets.
- Manage three real-time event calendars and update the website to reflect early closings for private events.
- Procedural planning methods to manage simultaneous, demanding deadlines and the challenges that inevitably arise in all stages of event planning.
- Participate in weekly staff meetings and quarterly planning.
- Serve as onsite venue host for venue tours and rental events.
- Enforce TFAC and RPCA rules and regulations and City Fire Codes. Ensures cleanliness and proper functioning of the building.
- Coordinate with vendors and supervise their requirements and load-in/break-down logistics.
- Manages adversity with aplomb, resolves complex issues and/or manages conflict while remaining calm and respectful and ultimately achieving customer satisfaction.

### **About the Department**

The mission of Recreation, Parks & Cultural Activities is to support the well-being of Alexandria's residents by ensuring access to a variety of quality recreation, park and cultural experiences. The City of Alexandria Department of Recreation, Parks and Cultural Activities received national accreditation from the Commission for Accreditation of Park and Recreation Agencies (CAPRA). National accreditation requires park and recreation agencies to meet 155 standards representing elements of effective and efficient park and recreation operations.

The mission of the Torpedo Factory Art Center is to foster connections among artists and the public that ignite the creative spirit. We provide dynamic interactions with the arts through our community of visual artists, exhibitions, and programs. We offer art up close, in person, and in progress.

### **Minimum & Additional Requirements**

Four-year college degree and two to five years of experience in the field of event planning, venue management or event logistics, or any equivalent combination of experience which provides the required knowledge, skills, and abilities. Applicants must have the ability to lift up to 50lbs independently, stand and/or walk for long periods of time and climb stairs.

### **Preferred Qualifications**

A Bachelor's and/or Master's Degree in Event Management, Hospitality or related field is preferred, with more than seven years of experience in the event rental or event planning field. Experience at non-profits, government, or arts organizations is a plus.

### **To Apply**

Email [brett.johnson@alexandriava.gov](mailto:brett.johnson@alexandriava.gov) with a cover letter, resumé, and two references,



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## PRIVATE EVENT RENTAL MANAGER – TORPEDO FACTORY ART CENTER JOB DESCRIPTION

**The position will work weekdays, weekends, and evenings a total of 25 hours a week with the potential to work up to 40 hours a week.** The purpose of this position is to sell the venue, provide client and vendor support during private events, ensure the safety of the building and its occupants while providing exceptional, proactive customer service. The Event Manager is also responsible for overseeing and scheduling seasonal event staff and all administrative work associated with reserving dates, creating and executing private event contracts, and collecting payments.

Reports to the Director – Torpedo Factory Art Center

### Duties:

1. Responding to potential customers interested in renting the venue and providing them with venue tours.
2. Providing recommendations for rental fees based on industry comparison.
3. Updating the Torpedo Factory Art Center website with rental prices, policy, and hours of operation.
4. Scheduling and managing seasonal staff to work events and ensuring their hours are recorded.
5. Provide consistent communications to clients renting the venue.
6. Attend event rentals to insure they operate smoothly.
7. Act as liaison to the community, business, and vendors in things related to event rentals.
8. Manage payment of event rentals following RPCA and City policy.
9. Provide recommendations for updates to policy, contracts, and management related to event rentals.
10. Attend staff meetings.
11. Manage calendars and scheduling of events.
12. Support marketing efforts to advertise event rental opportunities.
13. Act as Manager on Duty (MOD) during event rentals, including locking and alarming the building.
14. Enforce TFAC rules and regulations and City Fire Codes. Ensures cleanliness and proper functioning of the building.
15. Other responsibilities as assigned.

