Liberty Hall Historic Site
Rentals & Events Manager
Position Description

General Summary:

Liberty Hall is seeking a dynamic, organized, and customer-focused Rentals & Events Manager. This part-time role is responsible for managing event rentals, cultivating client/partner relationships, coordinating day-of event logistics, and managing marketing and promotional efforts. This individual will also assist in the planning and day-of logistics for two annual LHHS fundraisers.

Please note that while the R&E Manager works with a variety of rental parties, this position does not entail operating as a wedding planner. A copy of the LHHS Site Rental Agreement will be provided to interested applicants.

Hours for this position will vary based on event management needs. General work hours are Tuesday through Friday from 9:30 am – 3:30 pm, but this schedule may be altered when special events or rentals require night or weekend attendance.

This position is part-time with an hourly rate of $21 hour, and additional commission pay based on rental bookings. Total hours per week should not exceed 24, unless with prior approval from the Executive Director

The Rental & Events Manager is an important public-facing position that helps LHHS achieve its mission to serve the public by preserving collections and sharing stories that illustrate urban life in early Kentucky. The site examines the contributions of Senator John Brown and his family and works to demonstrate the ways in which the people and customs of the past relate to the world today.

The Rental and Events Manager answers to the Executive Director. Please send a resume and introductory letter to Sam Dunn, Executive Director of Liberty Hall, at director@libertyhall.org.

Essential Functions:

- Serve as the primary point of contact for prospective and contracted clients, promoting Liberty Hall's event spaces and guiding clients through the full rental process.
- Coordinate all logistical and operational aspects of events, following expectations set by the Site Rental Agreement, ensuring seamless communication with staff, vendors, and volunteers and full compliance with contract terms.
- Foster a welcoming, professional environment for clients and support a positive, mission-aligned visitor experience.
- Maintain communications with current and prospective clients. "The Power of the Follow-Up."
- Lead Liberty Hall's R&E marketing and promotions. Foster new relations with partner organizations.
- Assist in the planning and day-of logistics for two annual LHHS fundraisers

- Attend periodic meetings with LHHS staff and take advantage of professional development opportunities.

Schedule: Part Time. Not to exceed 24 hours per week.

Compensation: $21 per hour. Additional commission pay based on rental bookings.

Qualifications/Requirements:

- The applicant has experience related to event management, sales, or related fields.
    - Please use the introductory letter to make your case as to why your experience relates to this position.
- Excellent interpersonal skills and ability to establish & maintain effective working relationships.
- Strong organizational skills and attention to detail across simultaneous projects.
- Excellent verbal and written communication skills. An emphasis on transparency.
- Computer knowledge and skills.
- Able to stand and walk for extended periods of time, as well as easily handle sets of stairs
- Able to lift and carry 40 lbs.
- Able to work at a variety of tasks at once and perform additional duties as needed.
- High School Diploma or GED equivalent

Applicants must:

- Be committed to fostering an environment of diversity, equity, and inclusion while upholding the values, goals, and strategic initiatives of Liberty Hall Historic Site.
- Applicants are expected to be a positive addition to our internal culture of transparency, accountability, support, and innovation.
- Be well suited to working with the public as needed.
- Be willing to embrace and drive change with an open mind, a positive outlook, and the desire to learn.

Reasonable accommodation may be provided for those who are able to perform the essential duties of the job. The incumbent must be able to maintain complete confidentiality of any information s/he encounters.

EOE/AA/M/F/Vet/Disability Employer