



Title: Onsite Venue Manager - Events

Reports to: Event Sales Manager

Type: Hourly, Part-time (up to 30 hours per week, depending on events)

Pay Rate: \$15/hr

Start Date: November 2019

Austin Sunshine Camps (ASC) seeks a motivated and mission-driven Onsite Venue Manager to assist the Zilker Lodge Event Sales Manager on all events, organization and execution of the Zilker Lodge Rental Program. ASC is a non-profit organization, founded in 1928, and located in the heart of Zilker Park. The mission of ASC is to engage and empower youth through education and outdoor experiences. Since our inception, we have provided free camp experiences to low-income youth and their families from the Central Texas area. In 2015, our 21,000 square foot Zilker Lodge was built in order to double the amount of youth we can serve each summer. When the Lodge is not being used for programming, we rent it out to the public for a variety of events as a source of earned revenue. Every dollar earned renting the Lodge goes back to help us achieve our mission as a non-profit organization. We are looking for a dynamic individual who is excited about providing exceptional customer service, working hard, and coming up with creative ideas to improve our rental program and serve our clients.

Key Responsibilities

- Onsite event assistance to event rental clients
- Assist with all aspects of customer service
- Assist in the execution of all events, including logistics, communication, set-up, tear down, cleaning, etc.
- Manage event inventory
- Build and maintain relationships with clients and vendors
- Assist with maintaining events calendar and scheduling

Requirements:

- Must be able to work a flexible schedule, of some days, mostly evenings, weekends, and an overnight events on occasion (not required)
- Ability to lead as well as follow and execute instructions effectively
- Must be highly organized, self-motivated and able to work independently
- Must be solution driven
- Must have a vehicle
- Must be able to have FUN

Qualifications

- In love with the mission of Austin Sunshine Camps
- Efficient, hard-working, friendly, and patient

Why Austin Sunshine Camps?

- Ability to have a direct, positive impact on the most at-risk youth of Austin
- Office out of the beautiful Zilker Lodge in Zilker Park

How to Apply - Please email your cover letter and resume to jobapplicants@sunshinecamps.org with "Onsite Venue Manager" in the subject line.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.