

Private Events Manager

The Aldo Leopold Nature Center (ALNC) seeks an outgoing, energetic individual to join its team in managing sustainability-focused weddings and events. Activities focus on overseeing the events program and being the lead staff person during events. These duties include serving as the main contact for weddings, responding to inquiries and coordinating with clients, assisting couples and their guests on their wedding day, arranging rooms for private events and public programming, setting up outdoor ceremony spaces, supervising events staff, reducing and managing event waste and recycling, providing hospitality and customer service, administrative tasks, and helping grow the ALNC community.

ALNC is a nonprofit organization dedicated to promoting equitable environmental education for children, their teachers and families.

ALNC is an equal opportunity employer committed to building and serving a [more diverse staff and community](#), and qualified applicants of under-represented backgrounds and identities are encouraged to apply.

TIME COMMITMENT:

- Minimum average of 35 hours a week year-round, up to 40 hours per week during “peak” wedding season (May-October), possibly down to 30 hours a week during “non-peak” season (November - April), with a variable schedule. This position is responsible for structuring their time and delegating to additional hourly staff as needed. Wedding shift hours vary on Fridays between 2:30 pm-10:30 pm and Saturdays between 10:30 am-12:30 am and Sundays between 9 am – noon with possible afternoon events. This position is expected to be on-site for a portion of these times, and cover the rest with hourly staff. Exact shifts are dependent on staff availability. Other hours are flexible. Most events and facility and grounds showings take place after 4 pm on weekdays or on weekends. Flexible attendance at ALNC staff meetings (currently Thursdays at 2:00 pm) is preferred.

COMPENSATION:

- Minimum base pay, which is based on organizational level of responsibility and authority, starts at \$22/hour or \$40,040/year salary for 35 hours a week (87.5% of \$45,760 FTE salary) with an immediate increase available based on education or experience.
- Health Insurance, Dental Insurance, Life and Disability Insurance, 403B participation with 3% company “bonus/match,”
- Starting at two weeks of paid vacation. (Extended vacations are expected to not occur during wedding weeks.)
- 50% off enrollment and program fees for children attending ALNC programming
- Flexible schedule and work-from-home options.

DUTIES AND RESPONSIBILITIES:

- 60% Events Coordination
 - Main contact for weddings and other events.
 - Field and respond to rental inquiries in a timely and positive manner.
 - Coordinate set-up before, work during, and clean-up after events that can start as early as 8:00 am and run as late as 1:00 am.
 - Schedule and host guided showings of the facilities and grounds.

- Schedule and conduct planning meetings with individuals to go over details of their event at ALNC.
- Document event details such as timelines, caterers and A/V usage. Assist couples with these decisions occasionally.
- Update administrative details such as organizational calendars, financial databases, rental and vendor contracts and rental rates.
- Supervise the facility and grounds during rental events including enforcing ALNC policies, managing building issues, ensuring safety and security, and providing custodial services where needed.
- Communicate event schedules with Facility and Grounds Department to ensure facility is suitable and ready for events and they have the information needed to coordinate with the building cleaning team.
- Ensure rental events do not have a negative impact on facility, grounds or educational programming.
- Assist with planning and logistics of other events such as workshops, fundraisers, donor appreciation events, public events, etc.
- Create custom content in ALNC's theaters.
- Move chairs and tables, remove trash and recycling during events, wash and restock dishware
- 30% Administrative and Strategic Work
 - Manage events staff, including hiring, training, scheduling, and developing and implementing growth plans where applicable.
 - Facilitate partnerships with outside vendors, organizations and individuals to further the mission of ALNC.
 - Maintain financial records.
 - Maintain contracts and policies.
 - Develop plans and practices for a sustainable program.
- 10% Other Duties as Assigned, including other community engagement.

REQUIREMENTS AND QUALIFICATIONS:

- At least 18 years of age.
- Experience in event planning, administration, customer service and/or hospitality fields. Degree or certificate in related field (hospitality, recreation, communications, tourism, etc.) preferred.
- Ability to accurately prioritize and multitask.
- Ability to assimilate and communicate a high volume of information across disciplines and departments.
- Proactive, self-directed and reliable; organized and detail-oriented; able to manage varied schedule.
- Leadership, flexibility, creativity and composure in problem-solving, troubleshooting and making and implementing decisions quickly and soundly.
- Management and communication skills; ability to supervise staff and work well in a team.
- Comfort in overseeing guests and facility usage, developing systems and practices and communicating verbal and written instructions and procedures to staff or other individuals.
- Computer skills (Microsoft Office, scheduling software, etc.) and experience operating and troubleshooting basic office technology and audio/visual equipment (projectors, monitors, microphones, etc.).
- Reliable transportation to ALNC required.
- Ability to lift 50 lbs.

ALDO  LEOPOLD
NATURE CENTER

330 Femrite Drive • Monona, Wisconsin 53716 • (608) 221-0404 • fax (608) 221-9095

To Apply:

Please email a cover letter, resume and three professional references to:

Sarah Voss, Director of Community Engagement
Aldo Leopold Nature Center
330 Femrite Drive, Monona, WI 53716
sarah@aldoleopoldnaturecenter.org (608) 216-0404

Applications accepted and reviewed on a rolling basis. Priority consideration will be given to candidates that apply by end-of-day on Friday, March 21st.