

**Job Title:** Facility Rental and Events Manager

**Department:** Enterprise and Resource

**Reports To:** Deputy Director of Operations

**Employment Status:** Full-time

**Salary:** \$40,000 - \$45,000

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## About Cameron Art Museum

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Cameron Art Museum (CAM) provides a cultural gathering place that enriches the lives of museum visitors and the community through high-quality exhibitions, lifelong learning in the arts, dynamic public programs, and stewardship and interpretation of the collection. CAM serves over 60,000 visitors each year, drawing visitors from an 8-county service area in southeastern NC, as well as tourists from across the country. CAM's four core values: commitment to community, to lifelong learning in the arts, to support artists, and to collecting, preserving, documenting, and interpreting a permanent collection of art. The museum has been a collecting institution since inception, with approximately 3,000 objects in the permanent collection, with a primary and growing focus on modern art. The collection includes work by artists of national and international significance, used in changing thematic exhibitions, loan exhibitions, and for educational purposes. Cameron Art Museum is a non-profit fully reliant on the generosity of its donors. To learn more about Cameron Art Museum, please visit [CameronArtMuseum.org](http://CameronArtMuseum.org).

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## Institutional Responsibilities

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- Actively contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement.
- Support CAM's mission, values, vision, and core commitment to the visitor experience, community engagement, and institutional relevancy for the future.
- Contribute to and support CAM's strategic plan, annual priorities, and institutional initiatives.

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## Duties/Responsibilities

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- Plans and executes private, social, and corporate facility rental events, ensuring a positive client experience.
- Provides oversight for each rental and serves as the point of contact for clients, vendors, and staff from initial planning to set-up and tear-down. Coordinates across departments to assure that equipment, event space, and other resources are available for event execution. Maintains communication with approved vendors and negotiates vendor agreements and contracts.
- Provides facility tours and negotiates contracts with potential clients. Manages all rental contracts, fees, and administrative details of facilities rentals. Follows up with clients to resolve any invoice issues and overdue accounts.
- Manages the facility rental program by identifying prospects, networking, creating, maintaining, and cultivating relationships with existing and potential clients.
- Coordinates with Development when working with corporate and social prospects.

- With senior leadership team, determines pricing strategy and fee structure.
- Works closely with other departments to coordinate use of facility and café's role in museum-wide events, including fundraisers and major development events, with solutions-based approach.
- Works closely with café FOH Manager and café staff in scheduling all catering and support staff for facility rentals and events.
- Maintains clear communication with colleagues about all aspects of rentals and events including set up, break down, additional staffing needs, etc. and remains on-site throughout the event whenever possible to ensure smooth execution of contract agreements.
- Attends and actively participates in all café, event planning, and development department meetings.