



## Lawrenceville Arts Center RENTALS & EVENTS MANAGER

Lawrenceville Arts Center (LAC), a brand-new premier arts and culture venue located in historic downtown Lawrenceville GA opened in October 2021. With five distinct spaces (and endless funky alcoves) LAC is the perfect venue for your next performance, convention, corporate meeting, or celebration. Home of Aurora Theatre, the 3rd largest professional theatre in the State of Georgia, LAC is sure to be a destination location for not only Gwinnett County and Georgia, but the entire Southeast region!

Salary is commensurate with experience; base + commission; generous benefits package listed below.

**SALARY:** \$36,000-\$43,000 + commission

To best show LAC's commitment to inclusion, diversity, equity, access, and excellence in our workspace, we encourage ALL qualified applicants to apply. LAC is an equal opportunity employer.

TO APPLY: Please email resume and cover letter including name, phone numbers and emails of three references to:

John Geertsen  
Complex General Manager  
Lawrenceville Arts Center  
PO Box 2014  
Lawrenceville, GA 30046  
[Hiring@auroratheatre.com](mailto:Hiring@auroratheatre.com)  
Subject: Rentals & Events Manager

### REPORTS TO: Complex General Manager

#### Position Summary

The Rentals & Events Manager is responsible for soliciting private event business, event planning, and supplying overall end to end support to clients for all Lawrenceville Arts Center (LAC) events. This role handles organizing and supporting records and related paperwork in concert with LAC partners. In collaboration with the Rentals department, this role is responsible for developing, organizing, and managing events from point of contact to event facilitation in concert with LAC partners. This individual must have the ability to successfully realize the vision of the client, exceeding expectations at every opportunity while developing client relationships and maintaining long-term client relationships.

#### Position Responsibilities

- Book the LAC as a venue for private groups, including social, corporate, faith-based, and performing arts.
- Respond to inquiries, negotiate pricing, and deliver sales proposals with the highest level of client service to cultivate client retention and develop strong relationships.
- Conduct site visits as needed, collaborate with all facility departments to ensure successful site tours.
- Research, identify, and contact prospective user groups to initiate sales efforts.
- Collaborate in sales/marketing efforts with industry partners through sales efforts, marketing, and public relations for growing new markets and clients.
- Coordinate event requirements with caterers, clients, and necessary internal departments.
- Work with staff to ensure the event spaces are appropriately scheduled, resourced, and staffed.
- Knowledge of and ability to apply basic analytical, math, and accounting skills.
- Aid staff as needed in the set-up and management of LAC facilities.
- Communicate problems and proposed solutions to management.
- Supervise the scheduling and booking of event spaces; serve as a liaison with outside promoters, permittees, and presenters as well as negotiate and resolve issues.
- Manage documentation for rental clients and events as well as paperwork of historical projects.
- Frequent evening and weekend hours required. Holiday work may be needed.

#### Qualifications:

- 1-3 years' experience in event sales/management, preferably with an arena, convention center, hotel, or other similar public assembly facility
- College degree preferred, but not required
- Bilingual preferred
- Knowledge and appreciation of performing arts and/or music industry experience preferred
- Exceptional diligence with organizational skills
- Ability to negotiate, influence and sell prospective clients
- Excellent interpersonal and communication skills, initiative-taking and results oriented

- Customer service focused, proactive, cheerful outlook with guests, staff and co-workers
- The ability to reframe your thinking calmly and rapidly in an emergent situation and thrive in a high-pressure environment
- Passion for event planning and the ability to provide excellence in event production
- Proficient in the use of Microsoft Office, VenueOps (or similar booking software), WordPress and Adobe Creative Suite is preferred
- Strong verbal and written communication skills
- Any successful applicant must have and maintain current Driver's License
- Any successful applicant must be able to pass background checks

## CULTURE

Lawrenceville Arts Center is an inclusive art space where you will be part of a thriving cultural scene (music, theatre, dance, & visual arts). Join a creative culture that works under "Group Speak" (all voices welcomed). We value equity in the workplace, and we fight for civic, corporate, and cultural understanding. Plus, we have a lot of fun!!!

This is a full-time position eligible for benefits and perks including:

- health insurance (full health, vision, dental, supplemental)
- retirement
- paid time off
- flexible work environment
- ongoing career training
- employee discounts
- FREE admission to shows
- AND MORE!!!!

*Aurora recognizes that conversations about salary can be difficult. We strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Aurora will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.*