

## **History San José**



Preserving Our Heritage

### **SPECIAL EVENTS MANAGER**

#### **Job Description**

History San José seeks a Special Events Manager with solid management skills to lead the museum's facilities rental program. The Special Events Manager is responsible for booking, planning, managing, and evaluating all facilities rental events that occur at History San José sites. Experience working in a museum or cultural institution; budget development and financial management; and personnel management experience required. Demonstrated success in generating revenue for the organization is a plus.

#### **About History San José**

History San José is a 501(c)(3) non-profit organization that manages 31 historic structures at two locations on behalf of the City of San Jose: History Park and the Gonzales/Peralta Adobe-Fallon House Historic Sites. Our passion is to preserve Santa Clara Valley's dynamic history by creating exhibitions featuring our collections; engaging the community in family-friendly, hands-on programs and events; and offering award-winning school programs to over 10,000 students and their teachers each year that align with state and national curriculum standards. History San José has also cultivated a unique set of partnerships that enable community members to tell their histories in their own way. Put together, History San José preserves and enriches the cultural heritage of San Jose and the Santa Clara Valley through research, collections, partnerships, educational programs, and events.

#### **Structure**

- The Special Events Manager reports directly to the President & CEO
- Oversees all events and festivals
- Supervises seasonal events staff

#### **Responsibilities/Duties**

- Respond to inquiries.
- Secure contracts with clients for events.
- With assistance from facilities and other HSJ staff, negotiate services, equipment, benefits, arrangements, and costs with prospective clients.
- Develop and monitor rental budget and fee schedule.
- Coordinate with facilities and all departments for operating support for each event, including set-up, take down, utilities, equipment, and any additional services and rental requests, such as trolleys, docents, O'Brien's Ice Cream Parlor.

- Seek services of parking vendor companies necessary during event season.
- Assist clients in identifying and securing necessary City services, permits, and approvals for use of the sites for each event.
- Coordinate event meetings with City, Fire, Police, Park departments to ensure all events follow the Special Events Park Use guidelines provided by the City of San Jose.
- Maintain a current vendor list of caterers and other contract services to meet the needs of clients.
- Negotiate and contract with performers, caterers, and event vendors in an efficient, timely, and cost-effective manner.
- Build and maintain a positive working relationship with clients, vendors, governmental agencies and their representatives, HSJ employees and volunteers, and all others involved in rentals, events, and activities at the sites.
- Maintain an accurate and timely calendar of events, both online and in hard copy.
- Perform other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Proven ability to effectively manage and communicate with clients; HSJ staff and volunteers to accomplish objectives within a team environment of mutual respect and support.
- Documented knowledge of the requirements for managing private and public events.
- Demonstrated knowledge of government regulations, requirements, and permits for private and public events including working with the City Departments, Police, and Fire.
- Proven ability to negotiate contracts among multiple parties that meet established budgetary goals.
- Ability and willingness to work flexible schedule that includes weekends, evenings, and some holidays during peak event season.
- Proven ability to work successfully in a multi-cultural environment.
- Proven ability to pay attention to detail to produce accurate and timely work within a rapid-fire work environment.
- Documented knowledge of project management, including organization, scheduling, budgeting, implementation, and program evaluation.
- Demonstrated ability to manage multiple projects simultaneously, on time, and on budget.
- Proven skills in common office computer programs: word processing, spreadsheets, email, database management, websites, and graphics.
- Ability to lift 40 lbs. vertically.

### **Requirements**

- Undergraduate degree in hospitality management, tourism, or a related field, and three (3) years of experience in events management.

**OR**

- High school diploma or equivalency certificate and five (5) years of experience in events management, hospitality management, or a related field.
- Ability to pass a security background check and Live Scan fingerprinting.

- Must have own car and valid driver's license.

### **Preferred Characteristics**

- Ability to work in a fast-paced environment with multiple demands;
- Ability to successfully manage multiple projects and prioritize tasks especially during events;
- Ability to work in a team environment;
- Fluency in one or more non-English languages relevant to the population of Santa Clara Valley is a plus;
- Ability to work under pressure.

### **Specifications**

- Exempt, management
- Reports to President & CEO
- HSJ regular workweek, Monday – Friday. Event season work schedule adjusted per the workload and seasonal events
- Salary: \$56,000 annually
- Benefits in accordance with HSJ Employee Handbook