

Operations Manager – The Barn at Stratford
Delaware County Historical Society (DCHS), Delaware, Ohio

Job Description

The mission of the Society is to promote and sustain interest in the history of Delaware County, Ohio, through historic preservation and education. Our vision is to be a continuing, self-sustaining organization.

The Barn at Stratford is an event venue that provides a major portion of the Historical Society's operating income serving the wedding/reception industry, business events, and private parties. With the Sales and Marketing Manager, this position is responsible for the execution of all events, satisfaction of the clients, and leaving a positive impression of The Barn at Stratford and the Delaware County Historical Society.

Responsibilities:

Reporting to the Sales and Marketing the Event Manager shall:

1. Maintain a clean and well-organized facility allowing potential clients to tour at any time.
2. Meet with the Sales and Marketing Manager as needed to plan and coordinate upcoming events including, but not limited to, event monitoring, guest parking, setup, and tear down.
3. Work with the Sales and Marketing Manager to set the schedule to be on -site for events.
4. Meet the clients prior to the event as needed to understand and coordinate the delivery of the specific needs of the event.
5. Schedule and direct volunteers and/or contractors that may be needed during events.
6. Coordinate with caterers, entertainment, bakers, photographers, etc. for the load in and load out times and any specific needs that they may have.
7. Ensure that when the event has ended that the Barn at Stratford is ready for the next event or showing.
8. Maintain strong, collaborative working relationships with clients, business partners, DCHS committees, DCHS volunteers, Executive Director and the Board of Trustees.
9. Perform other duties as assigned.

Experience, Skills and Knowledge:

1. Able to work with a wide variety of clients at diverse events including: wedding receptions, business parties, business meetings, professional expositions, family celebrations and reunions, and Society events.
2. Has a proven track record of successful event management.
3. Can work with little or no supervision
4. Is able to communicate and collaborate with all applicable parties including clients, vendors, volunteers, supervisor to assure a successful event.
5. Is willing to work a flexible schedule, including weekends and evenings.
6. Demonstrates strong leadership and organizational skills.
7. Has basic management skills, including basic computer skills: e-mail, documents and spreadsheets.
8. Has proven decision making and problem-solving skills
9. Able to physically setup tables and chairs
10. Has familiarity with safe food handling practices.
11. High school diploma required; Associate or bachelor's degree preferred.

Terms:

1. This is an hourly part-time position with a beginning rate of \$15/hour.
2. Non-solicitation clause: clients shall remain with the Delaware County Historical Society.
3. Background check will be required of the successful candidate.

To apply:

Send resume and cover letter to talentsearch@delawareohiohistory.org