



Culture Lab LIC: Events Manager

Culture Lab LIC is seeking a dynamic **Events Manager** to join our growing team and organization for our 2024 Spring/Summer/Fall outdoor season.

The main focus for the Events Manager will be primarily *LIVE at Culture Lab LIC*, a May through October free outdoor concert series. This program includes live music and a robust vendor market in a festival-type atmosphere with food and beverages for sale. This role will take lead on our bars/concession stands and team of volunteers. The Events Manager is a critical team member owning and maintaining Food & Beverage inventory, communicating with our vendors to place orders and manage deliveries, scheduling and managing event support teams, and supporting performers and bands onsite.

Hours/Salary: 28-30 hrs/wk on average, \$20/hr + CC Tips

Employment Terms: **Seasonal, Mid-April through October 2024**, (*with potential for Permanent Employment*)

About Culture Lab LIC:

Culture Lab LIC is a 501(c)(3) formed to be the arts and culture umbrella for Western Queens. We present local, national, and international art of all genres, while supporting New York artists and other nonprofits by providing space, resources and a sense of community.

Operating out of a 12,000 square foot converted warehouse, Culture Lab LIC hosts two fine art galleries, an 80 seat theater, classroom space, an 18,000 square foot outdoor venue, and a robust residency program.

Culture Lab LIC is dedicated to honoring and upholding equity, diversity and inclusion across all platforms and being a house and haven for artists and people from all backgrounds, identities, and cultural representations - striving to always be a true representation of the World's Borough.

Events Manager responsibilities will include but are not limited to:

- Team lead for upcoming events, performances, gallery exhibitions, and theatrical productions
- Event execution from set up to breakdown (set up chairs, put out trash cans, setting up POS systems and registers, closing night reports, etc.)
- Working with Director of Events & team to set and see policies and procedures for events' operations fully carried out
- Monitoring inventory for event concession stands and gallery bars
- Maintaining vendor relationships

- Working collaboratively with the Executive Director, Artistic Director, Director of Operations, and Director of Events & Marketing to create and execute Membership events, including Culture Lab's annual gala
- Engaging with the community and communicating the goals of Culture Lab LIC
- Overseeing rentals at Culture Lab (facilitating lock up and care of space)

The ideal candidate will have:

- Hospitality experience! The ideal candidate has worked in busy restaurants (server, bartender, manager) and thrives in a high energy live event environment with sometimes 500+ guests
- Experience with POS systems, namely Square
- Strong project management skills - Culture Lab LIC operates with two gallery spaces, a cafe lounge/bar, a back bar, and theater/dance space all while our summertime outdoor concert series is running!
- Customer service orientation (A place where *everyone* is welcome).
- Strong communication skills
- Quick decision-making & problem-solving skills
- Basic computer skills with knowledge of spreadsheets (Google Sheets & Excel)
- Leadership & Professionalism
- Detail Orientation with the ability to multitask

Desired Skills and Qualifications:

- High school diploma, college a plus
- 3-5 years in related positions
- Experience working in Events Production and Management
- Passion for the Arts! Desire to work in and lead performing arts & fine arts events
- Knowledge of the Food & Beverage Industry, Food Handling License a plus!
- Experience leading a team of associates, interns, and volunteers including onboarding, scheduling, and delegating tasks
- Ability to analyze sales and budget reports in order to optimize on ordering and costs of goods
- Knowledge of Square POS System and other relevant POS systems
- Ability to lift 50 lbs or more for production setup and breakdown
- Drivers' License/Access to a car for pick ups a plus (to be reimbursed by company)
- Not afraid to get your hands dirty!

The schedule for this position will be structured around the weekend (typically Thursday-Sunday) but should be available for special events.

All events are reflected in hourly pay + tips.

Hours are typically Thurs-Fri 4-10 p.m. and Sat-Sun 2-11 p.m.

To apply, please send your **Resume** and **Cover Letter** to sabrina@culturelablic.org with the Subject Line **"Events Manager Application."**