

## Fairfield Arts & Convention Center

### Events Manager Job Description

April 2025

The Fairfield Arts & Convention Center is seeking a dynamic and detail-oriented Events Manager to ensure exceptional event experiences from inquiry to execution. This key role manages rental bookings, coordinates internal communications, assists with ticket sales, and supports client satisfaction across all types of events.

This is a full-time hourly position (35+ hours per week) with a semi-flexible schedule, including occasional evening and weekend hours.

**Compensation:** \$18–20 per hour, depending on experience. Benefits include paid time off (PTO) and an employer-matched IRA. Please note that health insurance is not currently offered for this position.

## Responsibilities

### Event and Rental Coordination

- Serve as the first point of contact for events and rental inquiries
- Assess event needs, confirm availability, and issue contracts
- Maintain and update the facility calendar and internal event schedules
- Communicate effectively with clients to ensure event needs are met
- Maintain inventory of common rental/event items; coordinate catering and other services as needed
- Prepare event settlements and reports as needed
- Act as Manager on Duty in rotation with other managers

### Patron Services and Ticketing

- Assist patrons with ticket purchases in-person and by phone
- Provide friendly, knowledgeable assistance to patrons during performances
- Maintain accurate patron information across multiple databases

### Marketing and Communication Support

- Create and update basic event listings on the organization's website
- Manage digital signage throughout the building
- Maintain internal posters and outdoor signage
- Support occasional social media posting and light marketing/design tasks as assigned

### Administrative Support

- Answer phone and email inquiries
- Manage and execute bulk mailings

## Qualifications

- Proficiency in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint)
- Familiarity with Facebook, Instagram, YouTube, and WordPress
- Excellent organizational and multitasking skills
- High attention to detail and accuracy

- Strong self-motivation and ability to work independently
- Effective communication and interpersonal skills
- Enthusiasm for creating high-quality experiences
- Professional, courteous demeanor in all interactions
- Ability to lift up to 20 lbs and stand for extended periods occasionally

## How to Apply

Interested candidates are invited to submit their resume and cover letter to [director@fairfieldacc.com](mailto:director@fairfieldacc.com) with "Events Manager Application" in the subject line. Applications will be accepted until the position is filled. Fairfield Arts & Convention Center is an equal opportunity employer. We encourage candidates from all backgrounds to apply.

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*We look forward to welcoming a passionate Events Manager to our team!*