

## The Community House

### Position Agreement

**Job title: Program and Event Manager**

**Reports to: Executive Director**

**Pay Rate: TBD**

**Type of position:  
Part-time**

**Hours: variable (up to 20 hrs/week)**

**Results to be achieved by this position:**

Your high level of performance is critical to the smooth and successful operation of The Community House. The Community House is dedicated to enrichment through the arts and programs that promote togetherness and strengthen the community. This position manages and executes the operations of many TCH programs.

**Standards for this position: *How do I know I'm doing a great job?***

1. In the absence of the Exec. Dir., The Community House runs smoothly and efficiently
2. Maintain cost consciousness
3. Greet every visitor and guest enthusiastically and warmly
4. Professional presentation and appearance
5. Consistent positive feedback from coworkers and constituents
6. Being on time and having excellent attendance
7. Treat visitors and coworkers with respect
8. Keep in confidence all business and client information (written and verbal)
9. Ensure all meetings, rentals, and events are executed smoothly and efficiently
10. During events, the PEM inspects the building for safety issues and cleanliness.
11. The Community House makes an excellent impression on existing and potential clients.
12. Rental clients are satisfied with their experience at The Community House and refer our location to others
13. Annual budget goals are set and achieved
14. Support staff and volunteers are well managed and deliver an excellent program or service
15. Demonstrates a respect for the building and TCH property

**Work requirements for this position: *What do I do?***

**TCH Programs**

- Plan and execute all mission-related special events: Father- Daughter Ball, Mother-Son Knight Out, Community Block Party, Concerts, Breakfast with Santa
- Make recommendations and implement new programming
- Facilitate committee meetings that support the programs of TCH
- Support the planning and implementation of fundraising events (Golf, Harvest Dinner, etc.)
- Participate on fundraising event committees
- Recruit and manage volunteer support for program, events and general operations
- Perform on-going evaluations of Community House programs
- Promote program related activities at board meetings
- Generate program budgets and participate in the organization's overall budget process

**TCH Rentals: *(Currently these responsibilities are shared with TCH Event Manager)***

- Maintains relationship and communications with the ongoing renters at TCH
- Manages bar service on behalf of TCH for all events
- Support the Marketing Manager in driving the marketing plan for private events
- Develop and maintain rental pricing based on market value and competitor pricing
- Execute and enforce all rental contracts
- Promote facility rentals with individual clients and in the community at large
- Maintains records of sales leads and conversions
- Perform some light cleaning, stock supplies, set up and break down tables and chairs prior to events as needed
- Act as a liaison between caterers, clients, and other vendors
- Completes sales records and tax paperwork for bookkeeper
- Works in coordination with the bookkeeper to manage receivables

**Other/special requirements for this position: *"Intangibles"***

1. Consistently positive attitude
2. Take direction
3. Self-starter
4. Great people skills
5. Open minded and optimistic
6. Marketing and Customer service experience preferred
7. Innovate- Suggest ways to make things better/more efficient
8. ServSafe and TIPS certification required

**Reviewed and agreed to by (employee):**

**Name:**

**Date:**

**Approved by (supervisor):**

**Name:**

**Date:**