



## **KLM Sales and Event Manager**

### Village of Hinsdale

**Contact Name:** TRACY MCLAUGHLIN

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**Closing Date:**

**Salary:** Starting wage is expected to be \$23.03 – \$24.20 / hour

#### **Description:**

**POSITION:** Part-Time KLM Sales and Event Manager

**POSTING DATE:** July 22, 2022

**DEPARTMENT:** Parks & Recreation

**REPORTS TO:** Parks and Recreation Superintendent

**POSITION PAY GRADE:** Starting wage is expected to be \$23.03 – \$24.20 / hour

**FLSA STATUS:** Non-Exempt

#### **Position Purpose**

This is a part-time position in the Parks & Recreation Department that will oversee all sales and event programming for the Katherine Legge Memorial Lodge.

<https://www.klmlodge.com/>

#### **Supervision Exercised**

This position supervises an Assistant Lodge Manager and several Event Hosts.

#### **Essential Duties**

This position is responsible for sales and event planning, maximizing revenue-generating opportunities, assisting with the development of marketing plans, assisting customers with event objectives and requirements, preparing rental contracts and floor plans, scheduling Event Hosts to work to ensure proper staffing, maintaining event records and preparing financial reports. This position reports to the Parks and Recreation Superintendent in the Parks & Recreation Department.

#### **Work Schedule**

Hours are generally Monday through Friday, 5 – 6.5 hours per day, with a maximum of 29 hours per week. A flexible schedule is possible. Some evening, weekend and holiday work may be required.

#### **Rate of Pay and Benefits**

This position participates in the Illinois Municipal Retirement Fund (IMRF). After one year of service, this part time role is eligible for 40 hours of annual Paid Time Off. There are no additional benefits associated with this position.

## Position Requirements

- Have a high school diploma or equivalent;
- At least one year of experience in a similar sales or event planning position
- Previous supervisory experience preferred
- Event planning certification preferred
- Excellent communication, problem solving and customer service skills are a must
- Knowledge of Microsoft Office is required
- Must be flexible to accommodate a changing work environment

## Environmental Factors & Physical Requirements

The work environment generally includes an office setting. The noise level is usually quiet. This position is regularly required to sit in a chair; use hands to touch (e.g. computer mouse), handle (e.g. telephone), type (e.g. keyboard) or feel (e.g. paper); reach with hands and arms, and see, talk and hear. Occasionally required to stand; walk and stoop, kneel, crouch or crawl. May lift and/or move up to 20 pounds. Must be able to move furniture, such as tables and chairs. Specific vision abilities include the ability to read a computer screen.

Applications are accepted until the position is filled. The Village is an Equal Opportunity Employer.

To apply, please submit a completed application, resume and cover letter to [hr@villageofhinsdale.org](mailto:hr@villageofhinsdale.org). Applications are available at [www.villageofhinsdale.org](http://www.villageofhinsdale.org).