



Wedding & Event Manager

Manhattan Park District

Contact Name: Shannon Forsythe

Contact E-mail: sforsythe@manhattanparks.org

Contact Phone: 815-478-3324

Closing Date:

Salary: \$60,000-\$65,000 DOQ

Description:

This is a rare opportunity to help build a wedding and event operation from the ground up! The newly restored Round Barn is a one-of-a-kind setting to build your career and bring a historic site to life. Reporting to the Deputy Director, this position is newly created to provide direct management of weddings, community events, corporate events, and private rentals.

WHAT YOU'LL DO

This position will manage all aspects of facility operations, including developing event and rental packages, sales and bookings, supervising staff, managing vendors, overseeing day-of-event operations, creating public and ticketed events, managing bar operations, maintaining inventory of supplies and equipment, projecting and managing budgets, and working with marketing staff to promote the Round Barn event venue.

WHAT IT TAKES

To be successful in this position, candidates will need considerable experience in event planning and implementation, a comprehensive understanding of venue operations, keen attention to detail, exceptional customer service skills, outstanding organization and communication, and the ability to multitask in a fast-paced and dynamic environment. A degree in Hospitality, Event Management, or a related field is preferred.

WHAT MAKES MPD UNIQUE

Manhattan Park District is a dynamic and growing park district geographically situated close to Chicago, but with rural aesthetics. The District is in a growing community focused on maintaining the essence of small-town heritage while embracing meaningful growth. MPD expands every year with new programs, events, parks, and facilities. Our unique culture promotes success and teamwork while recognizing the importance of the personal lives of our staff. Benefits include health, dental, vision, and life insurance, IMRF pension, flexible schedule, paid vacation, paid parental leave, generous sick leave policy, and remote work hours.

See job posting online at <https://manhattanparks.org/getinvolved>.