



Redfield Estate Venue Manager

Glenview Park District

Contact Name: Lorin Ottlinger

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Closing Date:

Salary: \$64,674.84-\$71,950.68

Description:

“Recreate” a better life with a career in the field of Parks & Recreation!

JOB SUMMARY

Go to work surrounded by beautiful nature and rich history! The Grove National Historic Landmark is seeking a Venue Manager to oversee operations at the lovely Redfield Estate historic home and grounds, one of the North Shore’s premier rental settings.

The Grove is 155 acres of diverse prairie grove land maintained by the Glenview Park District. The Grove was the home of visionary horticulturist and educator, Dr. John Kennicott and his son, Robert Kennicott, Illinois’s first naturalist, and was designated a National Historic Landmark in 1976. It offers educational programs, special events and is public visitation, in addition to upscale rental events. Redfield Estate was designed by renowned architect George Elmslie and built in 1929 by Kennicott family descendants. The quaint tudor-style home, stone pavilion and manicured gardens are available for a variety of rentals including weddings, parties, meetings and retreats.

JOB RESPONSIBILITIES

- Handle rental inquiries, give tours, execute agreements, payments and refunds, and provide consistent and courteous service.
- Maintain accurate and current rental calendar and communicate and coordinate rental events to all appropriate personnel.
- Ensure proper facility set-up and delivery of requested equipment, along with facility access and lock-up.
- Troubleshoot any issues that may arise with regard to facility or customer service.
- Engage online, social media and print marketing to effectively achieve business goals. Track marketing efforts.
- Maintain strong communications with industry partners and rental networks.
- Work with other district rental facilities in operations and marketing.
- Respond to inquiries and oversee scheduling of Grove and Redfield photo permits and film shoots.
- Assist with facility special events, programs, and activities.

- Oversee maintenance of facility and serve as manager-on-duty as required.
- Prepare annual budget, financial reports, payroll and other administrative reports.
- Directly supervise part-time venue staff, including recruitment, training and evaluations.

QUALIFICATIONS

Education: Bachelor's Degree in Recreation, Hospitality, Service Management or related field. Will consider significant and material experience in lieu of formal education; **Experience:** 3 years relevant experience, including 1 year of supervisory experience; **Licenses:** Valid Illinois driver's license required along with own source of reliable transportation.

SCHEDULING & PAY

This is a full-time, year-round position. Schedule is generally Monday – Friday, 8:00am – 4:30pm, but may vary depending on event schedule. Some evenings or weekends required for special events. The anticipated hiring range for this position is \$64,674.84-\$71,950.68 commensurate with experience. The full pay range for this position is \$64,674.84-\$93,778.20.

BENEFITS WE OFFER: In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage – PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Coverage
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Short-Term Disability Supplemental (Aflac)
- Pension/Defined Benefit Plan (IMRF)
- 457 Plan/Defined Contribution Plan
- Paid Time Off & Paid Emergency Leave
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Public Service Loan Forgiveness
- Park District Facility Discounts and Usage Benefits

APPLY ONLINE

Internal applicants: Please send resume to Lorin.Ottlinger@GlenviewParks.org

External applicants: Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page.

*If interested, please apply early. Recruiting and interviewing will begin immediately.
The Glenview Park District is an Equal Opportunity Employer.*