



Fairfield Museum

AND HISTORY CENTER

Position Title: **Burr Mansion Manager**
Reports To: Fairfield Museum Executive Director
Level: Part Time, hourly. 10-25 hours / week seasonally

Function: Responsible for managing all aspects of Burr Mansion events and public use, including special event rentals, event staffing, vendors, maintenance and marketing.

Duties:

Rental Management

- Respond to rental inquires, meet clients and lead property tours, distribute promotional materials and schedule event rentals.
- Monitor compliance with rental guidelines, manage deposit and event rental payments with FMHC Office Manager.
- Schedule and oversee event staffing.
- Ensure smooth communication and coordination with vendors such as caterers, event planners, rental suppliers, photographers, entertainment companies, garbage disposal, cleaning companies. Communicate with renters and vendors as needed to proactively solve problems when they arise.
- Maintain updated preferred vendor lists.
- Coordinate and schedule cleaners to ensure the property is well presented to potential clients
- Communicate and coordinate maintenance and repair needs to FMHC executive director and Town Building Manager to ensure facility is safe and well maintained.
- Communicate and coordinate grounds maintenance issues with Town Grounds Manager
- Oversee the use of 3rd floor offices by renters, serve as primary point of contact to ensure their offices are properly maintained.

Marketing

- Work with FMHC staff to distribute up-to-date venue materials to clients and vendors.
- Oversee marketing program to promote and grow the Burr's business, including opportunities for on-line marketing, social media, print advertising and direct mail.
- Work with FMHC executive director and Office Manager to update business plan and budgets for Burr Mansion operations.
- In coordination with FMHC Executive Director, identify and solicit vendors and sponsors to enhance Burr facility.

Desired Experience / Skills / Education:

- Professional, gracious, outgoing and helpful demeanor
- High level of personal and professional integrity and initiative
- Schedule flexibility and the ability to work some nights and weekends
- Event/Property management and/or catering experience
- Excellent written and verbal communication skills
- Ability to successfully manage needs and expectations of clients and vendors, ensuring a positive experience at all times.
- College Degree preferred
- Adept with Microsoft Office programs (word, excel)
- Prior experience in budgeting and basic income analysis.

To Apply

Mail or email a letter of interest and detailed resume by September 14th, 2018 to: Burr Manager Search, Fairfield Museum, 370 Beach Road, Fairfield, CT 06824 or email to: mjehle@fairfieldhs.org. EOE.