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KEYSTONE NEIGHBOURHOOD COMPANY // WARREN STATION CENTER FOR THE ARTS

Job Title: Warren Station Center for the Arts Venue Manager

Supervisor: KNC Director of Events and Marketing

Position: Year round, full time, salary

Preferred experiences:

- 3 + YEARS OF VENUE (PERFORMING ARTS, COMMUNITY CENTER OR CONCERT VENUE) MANAGEMENT AND / OR 3 YEARS SPECIAL EVENT MANAGEMENT
- EXPOSURE TO WEDDING SITE AND SERVICES
- FOOD AND BEVERAGE EXPERIENCE / BAR AND LIQUOR INVENTORY MANAGEMENT
- CONCERT OR THEATRICAL PRODUCTION WITH EXPERIENCE IN AUDIO VISUAL OPERATIONS
- MARKETING, SALES AND PUBLIC RELATIONS IN THE LEISURE TRAVEL INDUSTRY
- PROVEN TRACK RECORD RELATED TO STRATEGIC PLANNING & PROGRAMMING RELATED TO EVENT & PROGRAM DEVELOPMENT

The following qualifications are a bonus:

- CONFERENCE AND / OR GROUP SERVICES BACKGROUND
- DIGITAL MARKETING AND SOCIAL MEDIA MANAGEMENT
- THEATRICAL PRODUCTION, AV AND/OR CONCERT SOUND AND LIGHTING EXPERIENCE
- PROJECT MANAGEMENT & ASSET UTILIZATION
- VOLUNTEER COORDINATION

Other professional attributes:

- EXCELLENT LISTENING, WRITING AND COMMUNICATION SKILLS
- STRONG LEADERSHIP, PROJECT MANAGEMENT AND ANALYTICAL ABILITIES
- DETAIL-ORIENTED WITH ABILITY TO HANDLE MULTIPLE PROJECTS, ESTABLISH PRIORITIES AND FOLLOW-UP ON ALL MOVING PARTS
- HIGH STANDARD OF CUSTOMER SERVICE

Position Overview:

If you are in search of a place where your professional vision can become reality, we want you on our team! The Warren Station Venue Manager is the hub in the wheel of anything and everything occurring in the world class Warren Station Center for the Arts located at Keystone Resort. "Warren Station at Keystone" as it is known, has quickly become a community core for entertainment and is also in high-demand for third party events such as non-profit functions, conferences and weddings. The Venue Manager will work with the KNC Events Team, specifically the Director of Marketing and Events to further develop the long term vision for Warren Station and collaboratively explore the balance of dynamic programming that takes place in the venue. The Venue Manager is a part of a team responsible for shaping the future of the building and developing the knowledge while possessing the initiative to make that vision come to life. The Warren Station Venue Manager is a part of a small but strong team that oversees the conceptualization, planning, marketing, sales, execution, budget management and recap reports of the Warren Station event line-up. In addition, the Venue Manager needs to be flexible and possess the ability to flow into event and festival production that take place in the KNC owned and operated River Run Village Summer Festival line-up.

Wedding Venue / Group / Conference Responsibilities: Private Sector

Work with the KNC Director of Events and Marketing as well as the Warren Station Coordinator to develop a strategic plan for promoting Warren Station as a wedding, private group and conference venue. The plan will include a comprehensive marketing direction, creative venue outreach, relationship and team building with the Keystone conference and wedding services team, website upkeep and collateral design and printing. In addition to the strategic plan, the venue manager will oversee the Warren Station Venue Coordinator who is in charge of the actual wedding /

conference group from booking to bridal party / group liaison, operational plan, communication, set up and day of execution and tear down.

Oversight of the Warren Station / KNC liquor license (with much assistance from KNC Events Director); management of bar inventory and all bar staff for weddings, conference and special events. Upkeep of all required county permits (health, fire, alcohol, etc); oversight of operational needs directly associated with events in Warren Station and Quaking Aspen Amphitheatre, working with volunteers and overseeing the Warren Station volunteer programs.

General Special Event Responsibilities: Public Sector

Work with the DOEM to collaborate on and implement an innovative public facing Warren Station event strategy that is appealing to the wide Keystone demographic set including the youth, family, and second homeowner groups. Strategy to include both revenue generating along with community based non-profit programs. Public facing programs may include music concerts, comedy, theatrical performances, artistic series along with festival based venue integration that drive ticket and bar concession revenue in both the winter and summer months. In addition, the Venue Manager will work to develop non-profit and 3rd party partnerships within Summit County and beyond to ensure Warren Station is utilized as a community facility and hub for non-profit programs and fundraising. The WS Venue Manager will work with the KNC Events team and operations department to plan, communicate and execute the public facing event plan on a year round basis. The venue manager will assist the DOEM in development of a marketing plan to support public facing events. In addition, the WS Venue Manager will oversee the facility budget and a set goals related to revenue targets as well as is held accountable for expense line items along with the capital budget and plan that goes along with upkeep and improvements of the building.

Additionally, communication and PR responsibilities include: serving as marketing manager for all events (radio, television, print, internet, social media, etc.); working with the Keystone resort marketing and PR team for WS inclusion in the marketing strategy; maintaining Warren Station at Keystone website and KNC event calendar; coordinating KNC newsletter (monthly or bi-monthly) and emails to homeowners; working with all outside KNC media and product sponsors and relations; managing all River Run signage for both KNC and non-KNC related events / promotions; and creating and maintaining all contracts for weddings, conference groups, not-for-profits, beneficiaries, event sponsors, media partners, advertising partners, and misc.

Finally, this position is heavily involved in strategic planning and budgeting. This responsibility includes: annual KNC event programming; rental policies for private events; soliciting sponsors and ad buyers; developing financial marketing strategies; and maintaining Warren Station budgets (expenses and revenues).

Requirements:

The qualified candidate should have 3 + years experience in special event management and additional experience in food/beverage/bar operations is a plus. Exposure to sales and marketing particularly in the leisure travel segment is helpful. Additional knowledge of music, concert and/or theatre production is preferred. S/he must be a team player with excellent time-management, organizational, and people-management skills. S/he must be capable of lifting up to 30 lbs and be able to physically perform the key responsibilities of the position. S/he must be detailed-oriented, self-driven, and organized. S/he must be present for all major festivals and events in River Run Village in addition to Warren Station and be able to maintain a flexible work schedule. Warren Station Center for the Arts at Keystone Venue Manager will be required to work extra hours, weekends, and some holidays. S/he needs a working knowledge of all Microsoft office programs, Adobe Acrobat, and various social media software knowledge of Quickbooks and Adobe Creative Suite is a plus.

Employment Dates: To start immediately

Salary: Based on experience

Application Process: For more information about the Keystone Neighbourhood Company, please visit our website at

- www.keystoneneighbourhood.com
- www.keystonefestivals.com
- www.warrenstation.com