

Flint Institute of Arts

Events & Beverage Assistant

Department(s) Member & Guest Relations
Reports to Events, Beverage, & Catering Manager

Job Summary

- Assist in the coordination and management of FIA fundraisers and special events.
- Work closely with the Events, Beverage, & Catering Manager. Together ensure all aspects of the rental or fundraiser are completed thoroughly and in a timely manner.
- Full-time, Health Insurance, Dental Insurance, Disability Insurance, 401(k), Employee Discount, Paid Time Off

Key Responsibilities

- Availability to work all special events and major FIA fundraisers, including on nights and weekends
- Management of bars onsite at special events and major FIA fundraisers, inventory, ordering alcohol and supplies, occasional serving and bartending duties
- Assist with FIA event and rental preparation and post event procedures
- Follow checklists for all fundraisers including lead up to event and event night
- Have working knowledge of Facility Rental Policies and procedures
- Be the first point of contact for all potential renters and prepare event estimates
- Manage invoices and receipts for payments of all events, rental deposits, and sponsorships
- Obtain all necessary licenses and insurance for fundraising events and vendors
- Manage all fundraiser event correspondence with sponsors and donors, manage sponsorship benefits
- Keep detailed, accurate and organized rental event folders and sponsorship binders
- Schedule and attend fundraising event meetings and rental appointments
- Prepare meeting materials and capture meeting minutes
- Ensure that the FIA website, social media, signage and annual report include all the necessary sponsors by providing the names and logos to the graphic designer, web manager and membership coordinator
- Work with the web manager to ensure the fundraising event and rental information on the FIA website and social media is up to date
- Maintain department tech devices for use at rental appointments, special events and major FIA fundraisers
- Work with the Events, Beverage & Catering Manager to create special offers to recruit new rental events i.e. corporate or wedding packages
- Restock office supplies as needed
- Assist other departments as needed

Educational & Job Experience Requirements

- A background in communications, customer service, marketing, business, and/or hospitality management
- Experience with time management, multitasking, organization, has a sense of creativity and is detail-oriented. Able to articulate ideas and problems.
- Excellent grammar, written and verbal communication skills
- Must have the knowledge and ability to use Microsoft Office Suite, Google Workspace, Adobe and Apple software and programs
- Bachelor's Degree or two years related experience preferred
- TIPS certification preferred
- Availability to work evenings and weekends consistently

Physical Requirements

- Be able to lift up to 50lbs.

TO APPLY

Email your resume to FIA Events, Beverage, & Catering Manager at atoth@flintarts.org **NO PHONE CALLS PLEASE**

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.