



Would you like to work in downtown Franklin and help plan and execute events and shows in a historic theater? Do you enjoy positively impacting a patron's experience through customer service? Do you enjoy the theater ambiance? If so, your next job opportunity is waiting for you - come join us! The Heritage Foundation of Williamson County is actively recruiting for our next **Event Service & Hospitality Manager at The Franklin Theatre** to support the downtown business district.

ABOUT THE HERITAGE FOUNDATION OF WILLIAMSON COUNTY

Since 1967, the Heritage Foundation of Williamson County has been dedicated to preserving Williamson County's architectural, geographic, and cultural heritage as well as promoting the ongoing revitalization of downtown Franklin in the context of historic preservation. Notable projects include The Franklin Theatre, Roper's Knob, parts of the Franklin battlefield and the Old, Old Jail. The Foundation brings county history to about 3,000 school children each year through the Heritage Classroom program as well as walking tours of downtown Franklin. Events and festivals produced by the Heritage Foundation such as Main Street Festival, the Heritage Ball, Pumpkifest and Dickens of a Christmas bring hundreds of thousands of locals and visitors to downtown Franklin each year. The Heritage Foundation owns and operates The Franklin Theatre, the Downtown Franklin Association, and the organization's newest division and current restoration project, Franklin Grove Estate & Gardens. For more information about the Heritage Foundation, visit www.williamsonheritage.org.

ABOUT THE FRANKLIN THEATRE

Following a complete restoration by the Heritage Foundation of Williamson County in 2011, the historic Franklin Theatre (Est. 1937), re-opened its doors as a state-of-the-art live music venue featuring performances by world-renowned artists. The theatre also honors its heritage by continuing to show movies. The Theatre's mission is to provide world-class, diverse performing arts experiences to residents and visitors alike and to be a platform for local philanthropic engagement and education, all delivered with unparalleled guest service. For more information about The Franklin Theatre, visit www.franklintheatre.com.

POSITION SUMMARY: The Event Service & Hospitality Manager is responsible for the management and oversight of The Franklin Theatre's private events including, but not limited to sourcing, securing, staffing, managing and maintaining positive rental client relationships. This position is also responsible for managing all aspects of The Franklin Theatre's hospitality services, including managing the concessions staff and bartenders, concessions and bar inventories, artist riders and hospitality needs, etc.



ESSENTIAL RESPONSIBILITIES: To perform this job, an individual must perform each essential function satisfactorily with or without a reasonable accommodation.

- Collaborate with fellow Theatre management team members to ensure all events are appropriately staffed and supported, in accordance with contract obligations, permit requirements and operational needs.
- In partnership with the Director of Event Production & Operations, manage regulatory compliance obligations of The Franklin Theatre, especially as related to safety, alcohol and beverage services, OSHA compliance, and emergency response procedures, including AED/First Aid certification, etc.
- Execute event production within constraints of schedule, budget, staffing, and resources to standard established for the Franklin Theatre.
- Manage all concessions and bar purchasing, inventorying, proper storage, etc.
- Execute artists' riders and hospitality needs in accordance with Franklin Theatre standards, ensuring continued opportunity for future commitments.
- Recruit, hire, train and manage concessions and bartending staff.
- Develop and maintain mutually beneficial relationships and communications with potential and established rental clients, securing continued operational funding and revenue stream flow for the Franklin Theatre.
- Demonstrate consistent comprehensive understanding of contract management through all phases, including but not limited to negotiation, creation, execution and enforcement of all agreement facets in support of the goals and objectives of the Franklin Theatre.
- Manage pre-, during, and post-event budgets reconciling billable costs in accordance with contracts. Work with shared services finance team on accounts payable and receivable, as related to private events.
- Assume the role of Manager-on-Duty (MOD) as scheduled.
- Regular and reliable attendance.
- Perform other duties as assigned.

Education and/or Experience: Bachelor's Degree level training in Entertainment or Hospitality preferred, Event Management strongly preferred or comparable experience in lieu of education; Minimum 5+ years Event Management experience required.

Other Qualifications: General knowledge of computer applications for the frequent use of electronic mail, word processing, data entry, spreadsheets, graphics, etc. Must be able to handle multiple, simultaneous tasks effectively and efficiently. Strong verbal and written communication skills required. Must be very detail oriented and organized with the ability to perform duties under pressure, prioritize workload, and timely meet deadlines. Must have the aptitude and ability to self-direct work. Ability to work irregular hours and weekends.

If you are interested in this exciting opportunity, please fill out the online employment application and submit your resume through The Franklin Theatre website.