



Route 66 Historical Village, Inc.

3770 Southwest Blvd.

P.O. Box 571266 Tulsa, OK 74157

A 501 (c) 3 non-profit corporation

Events Manager

The Events Manager has three priorities: renting the Red Fork Depot as an events space, staffing events, and monitoring the Village property for purposes of aesthetics, security, and maintenance. This commission-based role is part time with flexible hours.

Responsibilities

- Book events at the Village/Depot. Market and solicit events.
 - Schedule and lead tours for potential renters. Manage the deposit process, gather event details from renters.
- Be present before and after events to open and close the Depot; ensure cleanup is completed according to the requirements of the rental agreement. Communicate with the Board regarding whether any or all of the renter's deposit should be returned to the customer.
- Set up at the Depot for events according to renter specifications; ensure adequate supplies of linens/tables and chairs.
- Be on site for events to answer questions and assist as needed (*e.g.*, refresh bathrooms and trash bags, monitor attendees). Schedule volunteers as needed to assist.
- Monitor the Village's email and answer phone calls; respond to requests about bookings and events, brick orders, etc. Route emails and calls to board members as necessary.
- Coordinate with vendors and service providers (*e.g.*, landscaping/mowing, dry cleaner, etc.).
- Report to the Board monthly on the events calendar: past month, coming month, future events.
- Monitor and respond to security issues on Village/Depot premises.
- Abide by all established Village policies, procedures, and processes. Collaborate with members of the Executive Committee as appropriate.
- Establish meaningful connections and coordinate with the City of Tulsa, the Route 66 Commission, Route 66 Main Street, and other related organizations.
- Represent the Village at local and regional meetings/events, including Chamber events.
- Assist the Treasurer in preparing the annual budget, due to the City by 12/1. Participate in the creation of the annual report to the City of Tulsa, due to the City by 3/1.
- Maintain the Village's social media presence and website, and regularly update both with new content as appropriate, subject to Board oversight and approval.