



Events & Venue Manager

Summary

Status: Full-Time; Exempt

Starting Salary: \$53,000 - \$58,000 + benefits package

Reports to: Chief Advancement Officer

Schedule: Workweek will include semi-regular weekend days and evenings per week, with seasonal variance.

Summary description: The Events & Venue Manager provides strategic leadership for Indiana Landmarks Center and Morris-Butler House, overseeing venue operations, client services, staff leadership, and building use to ensure exceptional experiences while advancing the organization's mission and earned revenue goals.

Details

Organization

A private nonprofit supported by a diverse membership base and guided by a volunteer Board, Indiana Landmarks revitalizes communities, strengthens connections to our diverse heritage, and saves meaningful places. From its state headquarters in Indianapolis's historic Old Northside neighborhood, the organization operates eight regional offices across the state. These offices, staffed by dedicated professionals, provide expertise and resources to help local communities save and repurpose historic sites. Indiana Landmarks' wide-ranging operations include grant and loan programs, rescuing and rehabilitating endangered properties, buying and selling real estate, easement protections, preservation advocacy, and educational initiatives including tours, lectures, workshops, publications, and partners on a major annual statewide conference.

Indiana Landmarks Center is a historic campus and premier event venue operated by Indiana Landmarks. Housed in a restored nineteenth-century church complex, the Center serves as both the organization's headquarters and a unique setting for a wide range of internal, community, and rental events. The site includes multiple distinctive spaces - from the Grand Hall and Cook Theater to meeting rooms and outdoor areas - capable of hosting

gatherings of varying sizes, including fundraisers, performances, weddings, conferences, and educational programs.

Position Description

The Events & Venue Manager manages event- and program-related use of the Indiana Landmarks Center and Morris-Butler House, including external venue rentals and internal meetings, programs, and events. This position balances Indiana Landmarks' organizational needs, mission, earned revenue goals, and community partnerships while ensuring high-quality experiences for clients, visitors, partners, and staff.

The Events & Venue Manager oversees venue rentals, event and space-use calendars, departmental budgets, staff supervision, and effective use of event spaces. Working collaboratively across the organization, this position implements policies and systems that support consistent service, provides guidance on internal building use, and coordinates with Operations and Facilities to ensure spaces are prepared to meet event and organizational needs.

As a member of Indiana Landmarks' Advancement team, the Events & Venue Manager works closely with Development and Marketing staff to support fundraising events, donor and member engagement, organizational programs, communications, and other initiatives that advance Indiana Landmarks' mission and strengthen relationships with its constituents.

Primary Responsibilities

Venue Management & Building Use

- Coordinate and manage the use of Indiana Landmarks Center and Morris-Butler House, balancing Indiana Landmarks' internal meeting and event needs with external rentals, community partnerships, and earned revenue goals.
- Monitor building use, rental activity, staffing needs, and client trends, working closely with Operations and Facilities teams to address building needs and identify opportunities to improve utilization, client experience, and earned revenue.
- Implement approved rental policies, pricing, and partnership guidelines while ensuring consistent client service.
- Maintain building utilization, attendance, and performance data to support budgeting, staffing, and organizational planning.
- Coordinate event and space-use calendars, helping resolve scheduling conflicts and competing internal and external needs.

Department Leadership

- Supervise, coach, and evaluate Events Department staff.
- Establish workflows, assign responsibilities, and ensure consistent, high-quality service.
- Foster a collaborative, customer-focused team culture and support ongoing staff development.
- Coordinate effectively with Development, Marketing, Operations, Facilities, Information Technology, Housekeeping, Security, and Regional Office staff.

Event & Client Management

- Oversee the planning and execution of internal programs, fundraising events, weddings, conferences, community events, and facility rentals.
- Provide leadership for complex or high-profile events and assist staff in resolving client, scheduling, or event-related challenges.
- Build and maintain strong relationships with clients, community partners, preferred vendors, and caterers to ensure exceptional guest experiences.
- Support Development and Marketing colleagues in the planning and execution of donor, member, promotional, and organizational events.

Financial & Business Management

- Assist in developing and managing the department's annual operating budget.
- Monitor rental revenue, expenses, and staffing utilization and identify opportunities to strengthen financial performance.
- Administer contracts, vendor agreements, and approved pricing exceptions in accordance with organizational policies.
- Prepare reports and performance metrics for organizational leadership.

Event Support & Coordination

- Work with Operations, Facilities, Information Technology, Housekeeping, Security, and contracted service providers to ensure event spaces and related systems are ready to support scheduled activities.
- Coordinate event-related needs involving furnishings, audiovisual systems, equipment, setup, and other building resources.
- Develop and maintain departmental procedures, documentation, and event standards.
- Maintain relationships with event vendors and ensure required contracts, insurance, and other documentation are current.

Organizational Commitment

As a member of our team, every employee is expected to:

- **Embrace Change and Growth:** Demonstrate adaptability and resilience as the organization evolves, maintaining a positive, solution-oriented approach to shifting priorities, processes, and goals.
- **Align with Strategy:** Understand how individual responsibilities connect to the organization's mission, vision, and strategic priorities, and actively contribute to achieving these goals.
- **Foster Collaboration:** Work effectively across teams and departments, share knowledge and resources, and build strong, respectful relationships with colleagues.
- **Communicate Openly:** Promote a culture of trust through clear, constructive, and inclusive communication, offering and receiving feedback to strengthen individual and team performance.
- **Innovate and Improve:** Identify opportunities to enhance processes, services, and systems by contributing ideas and creative solutions that support ongoing improvement.
- **Commit to Learning:** Engage in ongoing professional development, remaining curious and open to new tools, methods, and perspectives that enhance effectiveness and adaptability.

Qualifications

- Bachelor's degree in Event Management, Hospitality Management, Business Administration, Nonprofit Management, Arts Administration, Communications, or a related field. Equivalent combination of education and relevant professional experience considered.
- Three to five years of progressively responsible experience in event management, venue management, hospitality, museum, nonprofit, or a related field, including supervisory experience.
- Demonstrated ability to supervise staff and manage multiple events, clients, and organizational priorities.
- Strong organizational, financial, and project management skills.
- Excellent communication, customer service, and relationship-building abilities.
- Experience implementing procedures, coordinating across departments, and improving business processes.
- Experience with event management software and audiovisual systems preferred.

- Commitment to Indiana Landmarks' mission and appreciation for historic places.
- Flexibility to work evenings and weekends as needed.

Benefits and Work Environment

Salary Range: \$53,000–\$58,000 annually

- Comprehensive Benefits Package: Health, dental, vision, and life insurance; retirement plan with employer match; and additional employee benefits.
- Work–Life Balance: Fourteen paid holidays, generous vacation time, and dedicated staff appreciation days.
- Impactful Work: Opportunity to contribute to an organization committed to preserving historic places and stories that stand the test of time.
- Supportive Environment: Collaborate with colleagues across the organization in an environment that values professional growth, teamwork, and strong service.

Physical Requirements

The physical demands described below represent those that an individual must meet to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Ability to work effectively in a fast-paced office and event environment.
- Ability to sit or stand for extended periods and move intermittently throughout the workday.
- Ability to push, pull, lift, carry, or move objects weighing up to 40 pounds.
- Strong speaking and listening skills.
- Adequate sensory abilities, including clear vision, good hearing, and manual dexterity.
- Ability to perform focused work with close attention to detail.
- Proficiency in operating standard office equipment, including computers, copiers, and telephones.
- Ability to interact professionally with others in person, by phone, email, and written correspondence.
- Ability to drive as needed for organizational business.

How to Apply:

Send a one-page resume and cover letter to Jamie Simek, jsimek@indianalandmarks.org. Priority consideration will be given to applications received by September 25, 2026. The position will remain open until filled.