

Event Manager at Motor House

120 W. North Avenue, Baltimore, MD 21201

We're looking for an hardworking and personable Event Manager to join our events team! This position would be PT and scheduled as needed. This position would report directly to the Operations and Rentals Manager.

The Event Manager is responsible for managing Box Office and Technicians at each Motor House event to ensure a successful event.

Job responsibilities would include:

- Work with performers and renters to ensure at the event occurs in a timely manner
- Set up the performance space according to floor plans and stage plots
- Prepare cash boxes and event reports before each scheduled event
- Assist with technical issues relating to sound, lighting, and A/V as well as issues with patrons, performers, and staff
- Maintain performance space before and after each scheduled event
- Positively interact with patrons to encourage and build a dedicated patron list
- Troubleshoot all issues as they arise

2-3 years experience with event, theatre, or venue management is required.

Please email a cover letter, resume/CV, and at least two professional references, to rentals@motorhousebaltimore.com