Front of the House and Events Manager

Real Art Ways, a dynamic and innovative contemporary arts organization, with a commitment to artists and community, seeks a **Front of House and Events Manager** to join our team.   This is a full-time position with benefits and a salary range of $40,000- $50,000. Flexible work hours required. The Front of the House and Events Manager oversees front of house operations, events and rentals, setting a tone of welcoming, inclusion, and excellence.

Responsibilities Include:

- Hiring, training, and managing Front of House staff, temporary event staff, and bartenders
- Being responsible for scheduling, tracking FOH hours
- Overseeing Real Art Ways events and rentals
- Work with vendors and caterers
- Managing concessions, including inventory and ordering
- Maintaining and updating events and rentals calendar
- Meeting annual revenue goals
- Overseeing CCH, our monthly social event
- Working with performers for events and CCH
- Coordinating hospitality for artists and musicians

Qualifications:

- Enthusiasm for Real Art Ways' mission
- Committed to equity and inclusion
- Experience in food service, events, sales and staff management
- Positive attitude, ability to communicate directly and constructively
- Comfortable under pressure; poised response to fast-paced, multi-task situations
- Experience with budgeting
- Team player
- Ability to work weekends and evenings when required
- Fluency with computers and software
- Hospitality Management education and background a plus
- General technological aptitude, including sound equipment
- Positive energy

Real Art Ways provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. If you want to be a part of our team, we want to hear from you. Please email a cover letter (tell us why you want to work at Real Art Ways!) and resume, in a **single PDF**, thaggertywenz@realartways.org. Subject line: **FOH Manager** Resumes will be reviewed until the job is filled.