



JOB TITLE: Rentals Manager

DEPARTMENT: Venue Operations

REPORTS TO: Director of Venue Operations

POSITION SUMMARY:

The Rentals Manager is a key position on the Indianapolis Symphony Orchestra's Venue Operations team, responsible for the coordination and execution of all external events at the Hilbert Circle Theatre. This position is vital in the maintenance and growth of the ISO's venue rental program and will be the primary contact for all external events and special projects. The Rentals Manager will also be responsible for facilitating revenue growth for the ISO alongside the Director of Venue Operations.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Proactively promote venue spaces to prospective rental clients.
- Communicate with potential clients to establish event needs, preferences, and expectations, and tailor rental packages to maximize satisfaction and profitability.
- Coordinate with Downtown Indy, Inc. and other city organizations on upcoming events looking for rental space.
- Prepare unique and engaging promotional materials for rental spaces at the Hilbert Circle Theatre.
- Collaborate with Artistic Operations on the Orchestra calendar to optimize availability for rentals.
- Coordinate all aspects of events, from initial inquiry through execution and post-event evaluation.
- Respond to rental inquiries promptly and provide detailed information about available spaces, rates, and amenities. Meet with prospective clients and lead venue walkthroughs.
- Through the organization's event booking software, Momentus Elite, track all bookings and event details, prepare rental estimates and contracts, and ensure all terms and conditions are accurately documented. Manage the invoicing process, payments, and follow up on outstanding balances.
- Partner with internal and external stakeholders to prepare, plan, and execute remarkable events at the Hilbert Circle Theatre, including the preparation of event information to be distributed to volunteers, event staff, and vendors prior to events.
- Strategize with the Venue Operations team on opportunities for additional revenue and growth, and develop creative new ideas for the venue to support the financial needs of the ISO.
- Assist Director of Venue Operations in all financial tracking and reporting related to rental event expenses and income.

- Coordinate with the Marketing & Communications department and Group Sales Manager to maximize potential revenue and expand on existing rental clientele.
- Support client on-site at all rental events and functions, and coordinate with Venue Operations team for additional support and staffing coverage as needed. Events will often fall on evenings, weekends, and holidays.
- Work with Food & Beverage Manager for any event catering needs, including menu curation, client communication, vendor coordination, and any event beverage or in-house concession needs.
- Support Director of Venue Operations and department as needed with areas of event management, on-site event & concert staffing coverage, and any necessary functions at the Hilbert Circle Theatre, Symphony Centre, or Conner Prairie.
- Other duties as assigned.

MINIMUM REQUIREMENTS:

Bachelor's Degree or 4 years equivalent experience is required. Position requires outstanding written and oral communication skills, strong interpersonal skills, and exceptional organizational skills with attention to detail. Candidate must be a proficient user of Word, Excel, and Outlook. Previous experience working in an arts or theatre environment is preferred.

PHYSICAL REQUIREMENTS:

Must be able to walk on uneven surfaces in the Hilbert Circle Theatre and other areas with or without accommodation. Must be able to lift/carry display products up to 60 pounds without assistance, including carrying and moving furniture and setup equipment. Requires visual and hearing acuity to sit at a computer for several hours at a time and speak on the phone.

OUR MISSION

The ISO inspires and unites our community through our music.

OUR VISION

The ISO sets new standards as a dynamic leader in the arts, serving our community by creating innovative, engaging, and accessible musical and educational experiences.

OUR VALUES

Inspiration: We strive to offer inspiring musical and educational experiences for everyone.

Unity: We believe that collaboration makes us stronger.

Integrity: We endeavor to instill a culture where everyone is treated with trust and respect.

Stewardship: We are entrusted with sustaining a treasured community resource and are committed to its success.

OUR DEIB VISION

We endeavor to model practices of diversity, inclusion, and equity in all that we do, including programming, people and culture, and community building. Through these practices, we will build a universal sense of belonging for all who connect with the ISO.

The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.

Applications for this position should be sent to

jobs@indianapolissymphony.org.