Job Description

**Job Title**: Assistant Director of Events & Rentals

**Job ID**: 53274

**Location**: Sarasota, FL

**Full/Part Time**: Full-Time

**Regular/Temporary**: Regular

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**Department**

The John & Mable Ringling Museum of Art is located in Sarasota, Florida, and is a department of Florida State University. Want to learn more about The Ringling?

Website | Facebook | Twitter | Instagram | Flickr | Pinterest | YouTube

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**Equal Employment Opportunity**

The Ringling is an Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Action employer with a strong commitment to diversity and inclusion. As such, we are always seeking individuals dedicated to innovation and excellence. A successful candidate will work effectively, respectfully, and collaboratively in a diverse, multicultural, and inclusive setting. We especially encourage applications by individuals from underrepresented groups, with a demonstrated commitment to a culturally and intellectually diverse workplace.

Should you require accommodations for the application or interview processes, please email employment@ringling.org or call 941-538-2773.

Learn more about our commitment to Diversity and Inclusion:

- FSU's Equal Opportunity Statement
  - https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Publications/diversity/EEO_Statement.pdf
- FSU Diversity & Inclusion Statement
- FSU Strategic Plan
- Ringling Strategic Plan
- Ringling Equity Statement

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**Responsibilities**

The Assistant Director of Events & Rentals is responsible for the management and coordination of activities including directing Events staff and managing the rental program. This role also coordinates with Museum departments on event logistics and recommends associated policies & procedures. Additional responsibilities include:

- Supervises Events Department staff to include, hiring, training, assignments, and performance evaluations. Provides guidance and direction to staff on the planning, implementation, and coordination of events.
Conducts calendar and event/logistics planning meetings with Museum staff. Serves as a member of Senior Staff.

- Responsible for making policy recommendations regarding the Events & Rentals department. Develops processes to improve operational efficacy and increase service satisfaction. Oversees the implementation of policies and procedures in the department.
- Proposes new revenue generating events. Responsible for implementation & management of approved new events. Collaborates with Marketing & Communications department to develop collateral and advertising in support of Ringling events as needed.
- Assists in creation and review of event plans submitted by other Museum departments to ensure facilities space allocation. Coordinates with Security, Custodial, and Visitor Services as necessary to ensure appropriate staffing and event logistics. Assists fund raising project managers in executing events. Ensures events are completed as planned. Makes logistical recommendations to maximize event success.

Qualifications

- Bachelor's degree and four years' experience or a combination of post high school education and experience equal to eight years.
  - (Please Note that higher education can substitute for experience at the equivalent rate.)
- Knowledge of the principles and practices of event planning and ability to coordinate, organize and evaluate meetings and/or events.
- Knowledge of applicable computer applications such as Microsoft Office Suite.
- Ability to demonstrate effective customer service skills and establish and maintain effective working relationships.
- Ability to prioritize, organize and perform multiple work assignments simultaneously.
- A valid driver's license or the ability to obtain prior to hire.
- The ability to often move/lift up to 25 lbs., climb stairs, and traverse our 66 acre estate, with or without a reasonable accommodation.

Helpful

- Previous supervisory experience.
- Experience in a museum, cultural institution, or non-profit organization.
- Prior experience in approaching work and interaction with colleagues and/or students in an equity-minded manner.

Contact Info

For more information, or for technical assistance, please contact Ringling Human Resources at 941-358-2773 or employment@ringling.org.

Anticipated Salary Range

Anticipated starting salary range of up to mid 60's, commensurate education, experience, and skills.

Find out more about our comprehensive benefits package under the "FSU Total Rewards" section.

Museum employees also receive:
- Regular training on upcoming exhibitions
- Private gallery talks with curators
- Discounts on memberships
- Discounts in the museum store
- Discounts on select performances/events

Pay Plan

This is an A&P (Administrative and Professional) position.

FSU Total Rewards

FSU offers a robust Total Rewards package. Visit our website to learn more about our Compensation, Benefits, Wellness, Recognition, and Employee Development programs.

Use our interactive tool to calculate Total Compensation options based on potential salary, benefits and retirement contributions, earned leave, and other employment-related perks.

Soft Money Funded Position

This is a soft money funded position, with renewal based on available funds and the needs of the University.

Schedule

Typical working hours are Monday to Friday from 8:00 AM to 5:00 PM with a one hour meal period. Please note that evenings, weekends, special events, or holidays will be required based on the needs of The Ringling.

Criminal Background Check

This position requires successful completion of a criminal history background check, to include fingerprinting. The background check will be conducted as authorized and in accordance with University Policy 4-OP-C-7-B11.

How To Apply

If qualified and interested in a specific job opening as advertised, apply to Florida State University at https://jobs.fsu.edu. If you are a current FSU employee, apply via myFSU > Self Service.

Applicants are required to complete the online application with all applicable information. Applications must include all work history up to ten years, and education details even if attaching a resume.