



155 Gibbs Street, Suite 300, Rockville, MD 20850 | 301.315.8200 | visartscenter.org

Venue Event Manager

Part-Time | Hybrid with Regular On-Site Presence | Rockville, MD

Pay Rate: \$30-\$35/hour

VisArts is seeking an organized, solutions-oriented event professional who thrives in fast-paced environments and enjoys creating seamless client experiences. As our Part-Time Venue Event Manager, you will play a key role in managing confirmed private events from post-booking through execution, ensuring clients receive responsive communication, clear guidance, and well-coordinated event support.

This is an ideal opportunity for an event professional with venue, hospitality, or event coordination experience who is ready to independently manage event logistics, collaborate across departments, and help strengthen and support event operations in a collaborative, fast-paced environment.

Why This Role Is Compelling

This role offers the opportunity to take ownership of confirmed event logistics while supporting a wide range of private events in a collaborative, fast-paced environment. The Venue Event Manager plays a key role in delivering organized, responsive, and professional support that directly impacts client experience, event execution, and overall venue operations.

What You'll Focus On

Manage Confirmed Client Logistics

You will serve as the primary venue contact for confirmed clients after contract execution, guiding logistics and venue-related planning from post-booking through event execution. Responsibilities include maintaining event documentation, confirming setup details, communicating venue policies, and ensuring clients receive timely and professional support throughout the planning process.

Coordinate Vendors & Event Readiness

You'll work closely with client-designated vendors, facilities staff, Event Day Coordinators, and approved contractors to ensure events are operationally prepared and aligned with VisArts policies and venue standards. This includes coordinating vendor access, confirming setup needs, tracking required documentation, and preparing event handoff materials for event-day teams.



Support Operational Execution

You'll also support operational readiness by maintaining accurate event records, updating CRM information for confirmed events, and assisting with event-day execution as needed based on event complexity and staffing needs.

Who We're Looking For

We're excited to meet candidates who bring:

- 2+ years of experience in event coordination, venue operations, hospitality, or related field
- Strong organizational and project management skills
- Experience coordinating vendors, clients, and event logistics
- Comfort working in fast-paced, event-driven environments
- Experience with Microsoft Office, shared drives, CRM systems, and event management software
- Experience with event diagramming software such as Social Tables or Cvent
- Strong communication skills and a solution-oriented mindset
- Ability to lift and move event-related items and remain on-site for extended periods during walkthroughs, setups, and events
- Flexibility to work evenings and weekends as needed

Work Location & Schedule

- Hybrid role with regular on-site presence required in Rockville, MD
- Estimated 20–30 hours per week
- Evening and weekend availability required based on event schedule and client needs.

About VisArts

VisArts is a nonprofit arts center serving Montgomery County through art classes, camps, exhibitions, artist studios, residencies, and inclusive programs for artists with disabilities. We believe creativity builds connection—and that a diverse team makes our work stronger. We strongly encourage applicants of all backgrounds, including BIPOC, AAPI, and LGBTQ+ candidates.

To Apply

Please submit your resume (and optional cover letter) to careers@visartscenter.org. Applications are reviewed on a rolling basis.