

Job Announcement

Events Manager

Part-Time | Hybrid | Rockville, MD
20 Hours per Week | \$30/Hour

VisArts is seeking an **organized, solutions-oriented event professional** to manage the planning and execution of events held in our unique venue spaces in Rockville Town Square. As our **Events Manager**, you will oversee the client experience from contract execution through event completion, ensuring exceptional service while coordinating logistics, managing vendor relationships, and supporting seamless event operations.

This is an ideal opportunity for someone who enjoys balancing client service with operational excellence, thrives in a fast-paced environment, and takes pride in bringing complex events to life. From weddings and galas to corporate events and community gatherings, you'll play a key role in creating memorable experiences that reflect the quality and mission of VisArts.

Why This Role Is Compelling

- Manage a diverse portfolio of events, including weddings, galas, corporate functions, and community celebrations.
- Serve as the primary venue contact for clients and help create memorable experiences from start to finish.
- Work in distinctive event spaces including contemporary galleries and rooftop venues in the heart of Rockville Town Square.
- Join a collaborative team that values professionalism, creativity, and exceptional customer service.
- Contribute to an organization whose mission centers access to the arts and community engagement.

What You'll Focus On

Manage Client Relationships

You will serve as the primary venue contact for confirmed clients after contracts are signed, guiding them through the event planning process and ensuring clear, responsive communication. You'll conduct walkthroughs, coordinate logistics, understand client needs, and provide outstanding customer service while maintaining appropriate operational boundaries.

Coordinate Event Logistics

You will oversee the details that make successful events possible, including event timelines, Banquet Event Orders (BEOs), vendor coordination, space assignments, setup specifications, room configurations, and event documentation. You'll work closely with clients, vendors, and internal staff to ensure every detail is organized and event-ready.

Manage Event Records and Financial Tracking

You will maintain organized records for all confirmed events, track client communications, manage event documentation, and coordinate invoice and payment tracking with the Business Manager. Accurate records and strong attention to detail will be essential to success in this role.

Support Event Execution

You'll collaborate closely with Event Day Staff, the Events Sales Coordinator, and the Director of Events to ensure successful execution. In addition to planning responsibilities, you'll serve as the designated Event Supervisor for approximately 20-30% of scheduled events, depending on organizational needs and event complexity.

Collaborate Across the Organization

You will work with colleagues across departments to communicate event needs, identify operational challenges, maintain venue readiness, and ensure consistently high-quality client experience.

Who We're Looking For

We're excited to meet candidates who bring:

- Experience in event coordination, client management, hospitality, or a related operational role.
- Strong organizational and project management skills.
- Excellent attention to detail and the ability to manage multiple priorities simultaneously.
- Strong interpersonal, written, and verbal communication skills.
- Ability to collaborate effectively with clients, vendors, and internal teams.
- Comfort using Microsoft Office and event planning software or related tools.
- Ability to remain calm under pressure and solve problems effectively.
- Reliability, flexibility, and willingness to work occasional evenings and weekends.
- Commitment to customer service excellence and enthusiasm for the VisArts mission.

If you don't meet every qualification listed but are excited about the role, we still encourage you to apply.

Work Location & Schedule

- Part-time position averaging **20 hours per week** not to exceed 29 hours per week.
- Hybrid schedule with flexibility based on event and organizational needs.
- Occasional evening and weekend hours required to support events.

VisArts is located in Rockville Town Square and hosts events in galleries, rooftop spaces, and flexible event venues that serve a wide variety of clients and community partners.

Compensation & Benefits

- **\$30 per hour.**
- Part-time positions do not include benefits.
- Opportunity to gain experience managing events in a dynamic arts and cultural environment.
- Collaborative and mission-driven workplace.

About VisArts

VisArts is a nonprofit arts center in Rockville, Maryland, offering art classes and camps, four contemporary galleries, artist studios, residencies and fellowships, a supported studio program for artists with disabilities, and community outreach programs. We serve thousands of students, artists, and visitors annually through inclusive visual arts creation, instruction, and presentation. VisArts also operates versatile event spaces that host weddings, galas, corporate events, exhibitions, and community gatherings throughout the year.

To Apply

Please submit your resume and optional cover letter to **careers@visartscenter.org**. Include examples of events you've coordinated, vendor relationships you've managed, or logistics you've overseen. Applications are reviewed on a rolling basis and the position will remain open until filled.

VisArts is an equal opportunity employer and encourages candidates of all backgrounds and experiences to apply.