

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

The Museum seeks a Manager of Events and Beverages to join the Venue Rentals team. The ideal candidate should be energetic and organized and must possess excellent written, quantitative, and computer skills, with the ability to juggle multiple and diverse assignments. They will have experience working in a similar position, with a proven track record of increasing revenue and working under pressure to meet deadlines.

Roles and Responsibilities:

The Manager of Events and Beverages reports to the Director of Venue Rentals. This position is responsible for generating income from the sale of liquor to venue rental clients, controlling all liquor ordering, billing, and inventory for both venue rental and internal Museum events, as well as working with the Director of Venue Rentals and the Manager of Venue Rentals to manage and coordinate the logistics of approximately 150 venue rental and internal events per year.

The schedule for this full-time, exempt position is Tuesday – Saturday. The ability to work evenings, weekends, and holidays as needed is required.

- **Generate Income**
 - Create and implement beverage packages for internal and external events at the Museum
 - Manage and prepare regular reports on all aspects of beverage revenue, including product ordering, vendor and distributor payments, client invoicing, tracking and processing of payments, creating product expenditure reports and managing year-end budgeting activities
 - Work closely with Museum's preferred caterers on wine pairings and menu packages
- **Control Inventory and Management of Liquor License**
 - Control all inventory of wine, liquor, and beer; including receipt of deliveries, storage distribution, and post-event reconciliation
 - Work with Director of Venue Rentals, Museum Chief Operating Officer, and New York State Liquor Authority on all liquor license matters
 - Coordinate beverage pricing, selection, and ordering – determining appropriate amounts necessary for all events

- Manage the sale and/or distribution of beverage for an average 150 events per year
- Work closely with all key distributors to develop unique, seasonal wine and liquor packages, build and maintain relationships, and ensure best pricing practices
- **Logistics of Liquor and Events**
 - Work closely with Director, and Manager of Venue Rentals on all aspects of event and client management
 - Conduct walkthroughs with Venue Rental clients as needed
 - Manage logistics and onsite supervision for internal and external events as necessary
 - Respond promptly to all client questions and inquiries
 - Work closely with all security, facilities and maintenance staff to ensure the proper storage and security of inventory
 - Other duties as assigned

A successful candidate will have:

- A proven track record of managing a beverage program for a restaurant, catering operation, events venue, or similar, showing growth in net profit income
- Excellent organizational skills with great attention to detail
- Strong writing and interpersonal communication skills
- Successfully demonstrated accounting skills
- Ability to prioritize responsibilities, handle complex tasks and successfully troubleshoot as necessary
- Ability to deal effectively with all levels of staff and a wide variety of internal and external contacts and clientele
- The ability to work in a team environment as well as independently
- The ability to work effectively under pressure
- Possess excellent computer skills including Microsoft Word and Excel, and database processing
- Basic knowledge of contracts and legal terminology
- Able to perform heavy work, including but not limited to lifting 30-50 lbs., climbing ladders, moving equipment and liquor cases, etc.
- Bachelor's degree preferred
- Minimum of 5 years of experience

Please send resume with cover letter and salary requirements to the Museum of the City of New York, Attention: Human Resources Department, 1220 Fifth Avenue, New York, New York 10029 or email to jobs@mcny.org. To be considered, please include *Manager of Events and Beverages* within the subject line of your email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.