

General Manager
Saint Peter's Church
Full Time

Saint Peter's Church is an iconic, landmarked building in Midtown Manhattan serving as a vibrant community church with a focus on community service, the arts and the vitality and wellbeing of NYC residents. Committed to creatively shaping life in the city, Saint Peter's staff are integral to the success of the church's mission. Reporting directly to the Senior Pastor, the **General Manager** develops and stewards outside space use relationships from initial inquires through event completion and manages internal events in the building ranging from art exhibitions, concerts, and other public events.

RESPONSIBILITIES INCLUDE:

- Leading with the development of space use business strategies, budget projections, and ongoing program development through outreach to potential space use clients and collaborating on space use marketing and promotional efforts
- Responding to inquiries, conducting site tours, and providing information to clients about Saint Peter's Church's space rates, policies and amenities
- Drafting event estimates and negotiating contracts
- Managing space use and building events via myServiceU, the organization's facility management software
- Serving as House Manager, or providing house managers for each space use event in the Sanctuary
- Tracking receipt of contracts, payments, insurance, production plans and schedules, marketing and display materials, and ticketing information
- Communicating space use bookings and event details across Facilities and Communications departments
- Establishing and maintaining relationships with external vendors and internal organizations including the Midtown Arts Commons, Lenox Hill House Senior Center and the York Theater
- Assisting with other space use administrative duties, as needed

EDUCATION AND DIRECT EXPERIENCE:

- Associate or bachelor's degree preferred
- Two or more years of professional experience in special event planning, rental or theatrical management, or other comparable experience and knowledge of the NYC corporate meeting/special events scene and industry contacts is preferred.

SKILLS AND ABILITIES:

- The ideal candidate will be a strong team player who works well under pressure, provides stellar customer service, and possesses great attention to detail with strong organization, written, and interpersonal skills.
- Familiarity with myService U or similar building management software is a plus.
- Proficiency in English and Spanish is desired

The ideal candidate cannot have any of the following conflicts of interest:

- Is currently or has been previously a member of the Saint Peter's Church congregation or staff

To apply: Please submit a resume and a cover letter with "General Manager" in the subject line to administrator@saintpeters.org

Salary: \$55,000 plus benefits

Saint Peter's Church embraces its commitment to equal opportunity for all applicants, regardless of race, creed, gender identity, religion, age, marital or veteran's status, national origin, disability, sexual orientation, or any other basis prohibited by local, state or federal law.