



The NSCDA has an immediate opening for an Events Manager at their headquarters, Dumbarton House, located in the Georgetown neighborhood of Washington, DC. The Events Manager is responsible for scheduling rental events, primarily weddings, that provide vital income for Dumbarton House and the NSCDA. The Events Manager is also responsible for supervising part-time employees who support the events. They will manage rental correspondence, site visits, organization-wide calendars, and prepare event rental contracts. They will, at times, represent the NSCDA and Dumbarton House at outside events and outside groups. The Events Manager must exercise discretion, have strong communication skills, strong time management skills, and be able to prioritize tasks appropriately and efficiently. They work closely with the Education and Programs Manager and report to the Director of Advancement. The primary workdays are Tuesday-Saturday, with flexibility based on events and other activities, including evenings. They are expected to support on-site NSCDA meetings and other programmatic efforts.

Knowledge, Skills, and Abilities:

- Knowledge of event rentals in a historic space
- Knowledge of event rentals best practices
- Understanding of event contracts and client expectations, and the ability to schedule and work site visits for prospective and contracted clients
- Respond to prospective client email and phone inquiries within a timely manner
- Ability to represent Dumbarton House at relevant forums and events throughout the Capital Region
- Ability to schedule and coordinate vendor access to the site and needed utilities, as well as on-site event supervisors and guides
- Ability to negotiate and manage all rental event contracts according to institutional policies
- Able to work closely with the Marketing and Communications Manager to ensure robust publicity and outreach for on-site events
- Ability to manage competing deadlines and set priorities
- Excellent customer service skills
- Strong communication skills
- Strong problem-solving skills
- Ability to work with minimal supervision after a training period
- Available to work nights and weekends

Education and Experience:

- Bachelor's degree or equivalent and at least two years of event rental management experience required.
- Supervisory events rental experience preferred.





Application Instructions:

Send a cover letter, resume, and three professional references to Executive Director, Gloria Kenyon, GloriaKenyon@nscda.org detailing your interest in and qualifications for this position. Applications will be reviewed on a rolling basis.

Salary and Benefits:

Salary is \$50,000 - \$55,000 per year. Benefits include health, dental, and generous leave.



