



Okanagan Landing & District Community Association

Hall Manager Job Description

Background:

The Okanagan Landing and District Community Association owns Paddlewheel Hall, which it rents out for private and public events. Paddlewheel Hall is a desired location for many types of events such as weddings, birthdays, anniversaries, memorials, celebration of life, musical events, corporate gatherings, and many more types of events.

The Hall Manager is a contract position and plays a critical role in the operation of Paddlewheel Hall by effectively coordinating all communication, contracts, and scheduling with the renters as described in the Scope of Work.

Qualifications:

- 1-3 years experience dealing with contracts, solid understanding of contract language and execution including rent collection, cancellations, and associated fees.
- Event planning experience is an asset.
- Strong understanding of facility management and preventive maintenance.
- Strong communication and customer service skills.
- Ability to work flexible work hours to manage meetings with customers and hall access for events and service.
- Ability to market and promote the facility and community.

Scope of Work:

The scope of work for the Hall Manager includes but not limited to the following activities:

1. Reports to and takes direction from members of the Board Executive Committee.
2. Receive hall rental inquiries and responds in a timely manner.
3. Coordinate meetings with potential renters and provide a tour of the facilities; explain the rental conditions and answer questions.
4. Communicate extraordinary requests to the Board for approval and manage responses.
5. Complete and manage the rental contracts and provides information to Bookkeeper under the supervision of the Treasurer. This includes cancellations and completion of security deposit refunds. The Hall Manager will also recommend contract updates and new rates while maintaining the information accurately on the web site under the supervision of the Secretary. Prior to the event the manager will meet with the renter to review the conditions of the contract, review the heating/air conditioning system, garbage disposal expectations, kitchen use if applicable and security expectations. The Hall Rental Contract varies depending on event. On occasion the Hall is rented back-to-back. The Hall Manager ensures the renters are aware of their obligations to ensure quick turn around.
6. Manages the paperwork and payment to Entandem (charges for music and dancing) and CAPRI insurance certificates and payments and prepares the records for the bookkeeper under the supervision of the Treasurer.
7. Keeps good records for calendar of events and distribute to the appropriate parties (E.g., Treasurer, Secretary, Cleaning Contractor, and others as necessary).
8. Provides monthly hall rental activity report for the Board Meetings and the AGM.

9. The Hall Manager will be provided with secure access, track and monitor all keys and access by third parties and shall ensure the means of access is safe-guarded.
10. The Cleaning Contractor will upon first entry into the Hall after an event conduct an inspection for damage and/or state of cleanliness, and report unusual findings to the Hall Manager, prior to initiating any cleaning or repairs. The Hall Manager will coordinate repairs with Cleaning Contractor with respect to post rental damages and charges and inform board members in the monthly report and seek immediate approval when repair may exceed the security deposit amount.