

## **HOSPITALITY MANAGER/EVENT COORDINATOR**

**KEMPER CENTER, INC.**

**6501 - 3rd Avenue**

**Kenosha, Wisconsin 53143**

**(262)925-8040**

**Part-Time: 25+ Hours Per Week**

**Pay: \$21,000.00-\$23,000.00 Annual**

**Position requires individual to be on-site Mondays-Fridays, 5 hours per day (25 hours weekly). May require additional weekend hours during major events.**

**Individual should be detail-oriented, possess strong communication and organizational skills and be able to multitask.**

**Job Description: Responsible for coordinating and managing all Kemper Centers events & activities.**

**Responsibilities also include, but are not limited to:**

- ❖ Managing daily operation of the Hospitality Department;**
- ❖ Meeting with potential clients to discuss options & tour facility; finalizing details; preparing contracts.**
- ❖ Be lead for all on-site events;**
- ❖ Attend community functions to help promote Kemper Center;**
- ❖ Coordinate with Executive Director and Administrator regarding major annual Kemper events;**
- ❖ Keep accurate event profit/loss records for Treasurer;**
- ❖ Manage Weekend Events Manager and Setup Assistants;**
- ❖ Keep marketing materials up-to-date.**
- ❖ Communicate and contract with caterers and other outside vendors.**
- ❖ Knowledge of Microsoft Office.**