



RENTALS AND SPECIAL EVENTS MANAGER

Position: MANAGER, RENTALS & SPECIAL EVENTS

Reports to: Development Director

Location: Telluride, CO

AH HAA SCHOOL FOR THE ARTS

Founded by Daniel Tucker in 1991, Ah Haa School for the Arts (Ah Haa) has been inspiring people of all ages to discover, nurture and celebrate their creative possibilities. Ah Haa School for the Arts' mission is to create community and joy through the arts for Telluride, the surrounding communities and visitors alike. Ah Haa is also home to the prestigious American Academy of Bookbinding (AAB).

What We Are Looking For

The Manager, Rentals & Special Events will be a dynamic and creative team member responsible for significant revenue generation and positive public engagement through rentals, special/donor events that enhance the reputation of the school and the academy. This position is responsible for planning, implementing, and evaluating impactful events including but not limited to logistics, vendor relationships, budgeting, marketing, event coordination and participant satisfaction.

This is a full-time, non-exempt position. Frequent evenings and weekends required; some holidays included.

CORE RESPONSIBILITIES

Rentals Management (60%)

- Oversee all facets of the Rentals Program to align with Ah Haa's mission and generate significant revenue through commercial and non-profit rentals.
- Develop and manage budget forecasts to maximize income; handle all aspects of the rentals budget.
- Manage and schedule The Launchpad and the Sky Deck, and coordinate with Programming staff for classroom and studio rentals.
- Update and communicate competitive rates for commercial, wedding, and non-profit rentals.
- Ensure adherence to policies and procedures that protect Ah Haa's assets and support the well-being of all involved.
- Oversee contracts, including insurance requirements, payments, and client obligations.
- Manage purchase, sales and inventory of alcohol for rentals and specials events.
- Recruit, train, and evaluate event staff to ensure safe, efficient, and enhanced rental experiences.
- Serve as on-site manager for all rentals.
- Manage contracts and relationships with preferred vendors, and maintain an updated list of caterers and vendors.
- Collaborate with Programmers to offer unique "private" class opportunities for rental clients.
- Work with the Marketing & Communications Manager to create engaging print, digital, and social media content.
- Deliver outstanding customer service and communication to clients and vendors.

Special Events Management (40%)

- Plan, implement, and evaluate special events to enhance Ah Haa's and the American Academy of Bookbinding's reputations.
- Special Events include, but are not limited to the Ah Haa HAHA, ArtThrob, seasonal fundraising and/or community events, and select exhibition openings. (approximately 8-10 events per year).
- Manage all aspects of special events, including permits, venue scheduling, vendor relations, and invitation lists.
- Recruit, train, and evaluate staff and volunteers for event success.
- Assist with sponsorships, donations, and partnerships.
- Develop and manage event budgets.
- Serve as on-site manager for all events.
- Work with the Development Director, Development Committee, and Executive Director to plan and execute creative events and fundraising solutions.
- Partner with the Marketing & Communications Manager to develop and implement promotional strategies, including advertising and social media campaigns.

Qualifications:

- 3-5 years of progressive experience in event coordination and management.
- Strong initiative, adaptability, analytical, and problem-solving skills.
- Ability to work independently, complete assignments, and manage budgets effectively within parameters of instructions given, prescribed routines and standard accepted practices.
- Excellent customer service commitment; ability to anticipate needs by being proactive; ability to problem-solve on the spot.
- Works well in a collaborative team environment.
- Excellent verbal and written communication skills.
- Demonstrated commitment to diversity and inclusion practices.
- High standard of excellence and proactive problem-solving abilities; represent the organization positively to encourage engagement.
- Ability to analyze complex information and communicate recommendations.
- Communicate and demonstrate a standard of excellence and proactive problem-solving that sets an example for others.
- Represents the organization in a positive light that encourages participation and engagement with the public, participants, donors, and friends of the organization.

Preferred Skills, Experience and Education

Experience working in an arts & non-profit environment.

BENEFITS

Health Insurance, IRA Match, Tuition Assistance, 10 days paid vacation

What you can expect from Ah Haa

The Manager, Rentals & Special Events will have access to the Ah Haa classrooms and studios after hours to encourage creative practice and artistic discovery. While use of the tools and equipment within the classrooms and studios is permitted, all supplies, materials and tools for personal work are the responsibility of and must be paid by the Manager, Rentals & Special Events.

SALARY RANGE: \$52,000 - \$70,000 depending on experience.

In compliance with Colorado's Equal Pay for Equal Work Act (EPEWA) we are disclosing the compensation for this position. Factors that may be used to determine your actual salary may include your specific skills, years of experience in this field and in comparison, to other employees already in this role. A potential new employee's salary history will not be used in a compensation decision.

APPLICATION DEADLINE: September 30, 2025.

Interested candidates, please email cover letter and resume to **christin@ahhaa.org**. No phone calls please. Do not include information or dates on your submission materials that indicate your age.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as established to meet the ongoing needs of the business. AH HAA SCHOOL OF THE ARTS is an "at-will" employer. AH HAA SCHOOL OF THE ARTS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, disability, marital status, or status as a U.S. Veteran.

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Ah Haa School for the Arts

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