

JOB DESCRIPTION:	Venue & Events Manager		
DEPARTMENT:	Facilities & Operations		
REPORT TO:	Director of Physical Plant		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR	449110	DATE APPROVED:	20-FEB-2026
CLASSIFICATION:		DATE MODIFIED:	

SUMMARY: Plans, directs, supervises, and evaluates all special event programs and conferences held in connection with the University.

DUTIES:

1. Develops and negotiates contracts for use of on campus meeting rooms, and conferences. Works closely with conference meeting planners, on campus departments, and contracted vendors to coordinate, schedule, and organize facilities, materials, equipment requirements.
2. Coordinates the execution of theatrical productions, concerts, recitals, and other events held in the WNMU Fine Arts Theatre, Light Hall Auditorium/Movies and the Global Research Center.
3. Coordinates scheduling and manages all aspects of the staging of events held in the facilities. Manages supporting facility equipment, which may include staging equipment, sound and lighting equipment, musical instruments, and other related inventory. Serves as on-site production representative during the staging, rehearsal and performance of events.
4. Responsible for setting up various rooms on campus for meetings, training sessions, banquets, and teleconferences. Includes door access, via keys/fob/programming.
5. Prepares and distributes a variety of supplies, equipment, & materials on/off campus, schedules meetings, and appointments as needed.
6. Responsible for working with campus and community to schedule events, enter them in the computer, and route the necessary paperwork.
7. Responsible for follow up prior to event, arranging set up, and other needs.
8. Bills for events, prepares purchase requisitions, deposits, time sheets, and travel vouchers as required.
9. Provides day-to-day administrative and operational support for the department, including coordination of communications and meetings, maintenance of records and data, support for budgetary and operational planning activities, and response to routine inquiries.
10. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School Diploma or GED equivalent with 2 years directly related experience required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of office management/administrative support practices and procedures. Knowledge of advance word-processing, spreadsheet, and database software applications. Ability to communicate effectively, both orally and in writing. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to coordinate, schedule, and organize events and/or facility usage. Ability to analyze and problem solve. Ability to plan, organize, and direct multiple programs and

activities. Ability to perform complex tasks and prioritize multiple projects. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications (Word & Outlook).

3. **Working Conditions/Physical Demands Other requirements:** (With or Without Accommodations):
Normal office environment, construction site, and multiple outside grounds environment. May travel some within the community and to other sites when needed. May be required to lift up to 50lbs. May be required to transport normal office equipment and materials, use power tools and use ladders as required. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. This position requires work outside during all seasons. Work involves exposure to the elements for set up and take down of events. Position will require the individual to periodically report to work early or after hours, on weekends, during scheduled holidays and on an emergency basis. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)