



Rental Event Manager

ABOUT JAPAN SOCIETY

Japan Society is the premier organization connecting Japanese culture, business, and society with audiences in New York and around the world through innovative programs in arts and culture, public policy, business, sustainability, and education, online and on-site at our headquarters in a landmarked New York City building. Since 1907, our mission has been to promote mutual understanding and *kizuna* – forging deep connections – between the U.S. and Japan, by convening critical conversations, championing future creators, and serving as a trusted guide to the abundance of Japan. We are committed to strengthening connections within our community and building new bridges beyond.

DESCRIPTION:

The **Rental Event Manager** is responsible for managing Japan Society's substantial event space rental business from end to end. Outside organizations frequently rent space in our landmark building on East 47th Street in Manhattan for their own events unaffiliated with Japan Society. Reporting to the Director of Events, this role will independently manage all aspects of the rental business, from the initial contact to the end of the event including managing communications, organizing all needed operations, creating budgets and invoices, and supervising operations for the rental event itself. This role will offer flexible hours and location on some days, *but requires frequent presence in the building and some early morning, night and weekend work.*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Respond in a timely manner and track all incoming rental inquiries. Give building tours to potential customers when requested.
- Coordinate space availability with Director of Events, who manages all in-house Japan Society events.
- Negotiate contract details in line with Japan Society policies and track profitability of events business.
- Manage all aspects of rental event logistics and planning, including coordination with Japan Society building staff, as well as outside vendors for catering, temp staffing, AV, etc.
- Full budget responsibility over rental business, including review of pricing structure and working to ensure profitability by projecting and tracking rental revenue and expenses on an ongoing basis.
- Manage work schedules of all temporary staff and be physically present in the building to supervise rental events.
- Generate and process invoices and coordinate incoming payments with finance team.
- Build a process for proactively promoting the rental business, including listing on venue sites, regular follow-up with previous customers, etc.

QUALIFICATIONS:

- 4-year degree in an event management/hospitality related field, or a combination of relevant education and work experience



- 3+ years' work experience in event planning and/or managing a building rental venue
- Experience and comfort working with executives and senior leaders
- Ability to prioritize workload and manage multiple projects and overlapping deadlines
- Team-oriented and collaborative
- Exceptional organizational skills, attention to detail, and ability to project manage
- Excellent oral and written communication skills, including during the contract negotiation stage.
- Proficient in Microsoft Office suite
- Demonstrated interest in Japanese culture a plus, but not required for this role

To Apply: Email your resume and cover letter to the Chief Operating Officer, at jobs@japansociety.org.