

MANAGER POSITION  
PARK HALL, BEN LOMOND, CA  
March 2014

The manager of Park Hall works independently overall but with open communication to the members of the Park Hall Trust (Trustees). The following are the duties of this position:

COMMUNICATION:

Receives and responds in a timely manner to all communication from prospective clients by either email, phone, or mail.

Calls Trustee meetings, setting time, location, and agenda items. And posting the information in the online calendar and on the website.

Provides monthly manager's report to the Trustees and follows up with action items as determined.

Ensures that Trustees are notified of situations requiring more immediate attention and action.

Participates in periodic review of website information and coordinates with webmaster for needed updates.

Forwards bills and payments to treasurer for processing and payment.

Maintains archival files of Trustee board meeting minutes and treasurer's reports.

MAINTENANCE:

Oversees all maintenance of the hall, including needed repairs and custodial work as well as ad hoc emergencies.

Keeps inventory and purchases supplies as-needed.

Obtains bids and communicates with outside contractors for major and minor work. Supervises work for minor repairs and routine cleaning.

SCHEDULING and RENTING:

Receives and processes rental applications/agreements including proof of insurance and deposits.

Maintains the online calendar, ensuring up-to-date information regarding use and availability of the hall. Posts calendar information to the ticket window and/or foyer display windows.

Produces detailed billing to renters and follows up with collection of payments.

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Reports conflicts or potential conflicts to the Trustees. e.g., reports delinquent accounts and confers with Trustees for resolution.

**MARKETING:**

With approval of the Trustees, places advertisements for hall rental with local media and ad hoc opportunities such as play programs.

Oversees maintenance and updates information on marquee and outside displays at the hall.

At the direction of the Trustee, organizes Trustee elections and places appropriate public notices.

Organizes special events such as Work Days and Open House in consultation with Trustees and other volunteers.

Serves as a representative to community organizations providing outreach to inform the public of the facility, its availability and features.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Demonstrated written and oral communication skills.

Demonstrated ability to interact with the public in the capacity as a representative of the Trust.

Professional and friendly attitude in dealing with potential and on-going clients.

Demonstrated organizational and record-keeping skills.

Experience with email and web site management.