



Flat Rock Playhouse, the State Theatre of North Carolina, enriches lives through the art of theatre by nurturing talent, inspiring creativity, and encouraging growth.

Founded in 1952 as the Vagabond School of the Drama by the Vagabond Players, this mission builds on the Vagabond legacy of excellence in production, education, life-long learning, and a unique family bond that extends to its community of patrons, supporters, and partners – the Vagabond family spirit.

Flat Rock Playhouse is a 501(c) (3) non-profit charitable organization.

Job Title: Events Manager (Part-Time)

Reports To: Managing Director

Schedule: Part-Time, approximately 8–15 Hours per Week (Flexible; Weekend Days and Evenings Required as Needed)

Position Overview

The Events Manager is responsible for coordinating and executing all rental events, pre-show events, and group sales activities for the organization. This hands-on role involves event setup and breakdown, client communication, marketing support, group sales outreach, and on-site event management. The position works closely with the Managing Director, Facilities Team, Production Staff, Fundraising Team, and outside partners to deliver high-quality events that support both revenue and audience engagement goals.

Key Responsibilities:

Event Coordination & Execution

- Coordinate all rental and pre-show events in collaboration with the Managing Director.
- Communicate with the Facilities Team regarding event setup and breakdown needs.
- Perform event setup and breakdown personally as needed, including arranging furniture, moving equipment, and preparing event areas.
- Set up event spaces according to layout needs and organizational standards.
- Serve as on-site manager during events to ensure smooth operations and guest satisfaction.
- Act as the primary company representative for clients and booking parties.
- Bartend during events when required, following organizational policies and safety standards.

- Collaborate with Production Staff to ensure technical, staging, and logistical requirements are met.
- Coordinate with outside vendors and partners to support pre-show and special events.

Group Sales, Marketing & Revenue Development

- Work with the Group Sales Manager to solicit group bookings and pre-show events.
- Conduct proactive sales outreach, including calls, emails, and relationship building.
- Collaborate with marketing teams to promote events effectively through various channels, enhancing visibility and attendance.
- Support the Fundraising Team with planning and executing fundraising events, sponsorship functions, and the annual gala.

Administrative & Operational Tasks

- Maintain event schedules, calendars, and internal communication tools.
- Assist with event contracts, checklists, and post-event reports.
- Manage event budgets, ensuring all expenditures are tracked and reported accurately.
- Maintain accurate client and vendor communication records.
- Support basic recordkeeping and administrative follow-up after events, including conducting post-event evaluations to gather feedback and identify areas for improvement in future events.

Required & Preferred Qualifications:

Required

- Strong organizational and communication skills.
- Ability to multitask, problem-solve, and remain professional in fast-paced environments.
- Ability to lift up to 50 lbs and physically set up event spaces.
- Availability to work weekends and evenings as required.
- Must be of legal age to serve alcohol.
- Ability to use Google Suite, Adobe.
- 1–2 years of experience in event coordination, hospitality, customer service, or sales.
- Proven experience in event planning or management within hospitality, restaurant, or hotel environments is preferred.

Preferred

- Familiarity with fundraising initiatives is a plus.
- Experience in nonprofit, performing arts, or entertainment settings preferred.
- Basic marketing or social media experience.
- Familiarity with event logistics (A/V, catering, vendor coordination).

Work Environment & Physical Demands

- Frequent standing, walking, and moving between event areas.
- Ability to lift, carry, and move up to 50 lbs.
- Fast-paced environment with shifting priorities during events.
- Occasional extended hours during peak periods such as gala week or seasonal events.

Work Conditions

- Approximately 8–15 hours per week; actual hours may vary based on event schedule.
- Weekend days and evenings required depending on event needs.
- Event attendance required.
- Remote work possible during non-event times.