

## Job Description

**Position Title:** Hall Manager, Knights of Columbus Council 3008

**Position Reports to:** Columbus Club board member responsible for overseeing Hall operations

**Position Supervises:** Hall Maintenance Manager

**Summary of Position:** The Hall Manager is responsible for managing the day-to-day operation and overall condition of the hall, located at FM 1585 just east of Slide Road in Lubbock. This would include the promotion and showing of the hall to interested parties, along with the corresponding duties associated with the running of the business, to ensure profitability, while delivering a high level of client satisfaction. This individual would also be responsible for the condition of the hall, understanding they are the primary caretaker of this property.

### Key Responsibilities:

- Showing of the hall to interested parties, understanding this could include hours outside normal business hours.
- Promote the hall when opportunities are present (bridal expos, etc.)
- Maintain annual rental calendar
- Maintain accurate financial records on rentals and maintenance. Provide monthly reports to the Board Treasurer
- Adhere to the fee structure provided by the Board of Directors on all rentals
- Timely billing and collection of fees on all rentals
- Timely disbursement of refunds on deposits once approved
- Provide admittance for each rental
- Secure and review the property after each rental
- Conduct routine inspection of the property on idle weeks.
- Report damages and/or maintenance issues to the Board President and Treasurer on a timely basis
- Maintain Preferred Provider list and contact information for event planning purposes (caterers, DJs, florists, security services, décor providers, etc.)
- Maintain list and contact information on preferred service providers (plumbers, electricians, etc.)
- Assist clients with party planning recommendations when requested

### Key Requirements:

- High school diploma and some college preferred
- Experience in real estate and/or property management
- Sales experience
- Experience with event planning
- Possess strong communication skills
- Bilingual – English / Spanish preferred
- Possess strong interpersonal skills
- Possess strong organizational skills
- Possess strong reasoning and decision making skills
- Ability to multi-task

### Scope of Authority & Decision Making:

- This position has the authority to authorize payment for day to day maintenance and other repairs less than \$250.00. Repairs exceeding this threshold will require notification of the Board President.
- The hiring and firing of any hall maintenance personnel requires board approval.

If you have any interest you may contact Randy Wink at [randy@griffinwink.com](mailto:randy@griffinwink.com) to ask questions or set up an interview.