

The Cadillac Room Venue Coordinator

Primary Area of Focus - The Cadillac Room

Updated - 01/02/2024

Employee Name - TBD

Rules of Engagement

- Responds promptly to all correspondence and requests for The Cadillac Room
- Maintain personable character in representing Riverview to the Lansing community
- Enforce the established policies of Riverview and The Cadillac Room, understanding and communicating that not every event will be a fit for what our facilities have to offer
- Regularly meets with supervisor to ensure alignment of vision, update on processes, discuss tension points, and actively develop new systems
- Makes decisions based on the best interest of the Gospel and Riverview Church
- Maintains high attention to detail and value of organization
- Willing to serve the public, potential clients, and the church at large

ROLES.	RESULTS. What does success look like?	RESPONSIBILITIES. What actions produce results?
1. The Cadillac Room Sales/Event Coordinator	<ul style="list-style-type: none"> • A healthy working environment of well equipped & supported contract staff • Strong professional relationships & a positive reputation with approved Cadillac Room vendors • A warm and service-oriented community for clients • A consistent 90%+ client approval rating for events • A positive relationship with businesses and residents of the REO Town community representing The Cadillac Room and Riverview Church well • A consistent 40%+ profit margin for events • Bi-weekly social media posts and a consistently up to date website • Consistent and clear communication of Riverview Church & The Cadillac Room policies and procedures • Open and efficient lines of communication with Riverview REO Town venue director, facilities staff, and other church staff as needed 	<ul style="list-style-type: none"> • Onboard, train, and hold bimonthly meetings with contract staff • Create and send a monthly schedule for contract staff • Personably interact with interested parties within 24 hours or less • Hold weekly specific hours at The Cadillac room & give tours of the space to interested parties • Hold a bimonthly Open House event • Clearly communicate The Cadillac Room policies and graciously decline event requests that don't fit into those policies and priorities • Develop event day plan and layout to fit the client's needs • Coordinate with vendors in relation to each event • Process contracts & payments • Manage the cleanliness and repair of the venue preceding and following each event • Update social media accounts with photos and respond to questions and reviews • Administrative tasks such as timekeeping, bimonthly payroll, expense reporting, supply ordering, CRM tools, refreshing contracts, pricing, and info packets as needed

RIVERVIEW CHURCH MINISTRY ACTION PLAN

GOALS (Specific/Measurable/Achievable/Relevant/Time-bound)
1.
2.
3.
4.