

Rentals and Events Manager

About Ballet Memphis Rentals + Events

Ballet Memphis aspires to reveal and celebrate the universality of the human experience through dance and movement. The organization was founded in 1986 with the mission to create a ballet company that is reflective of our community and the nation by creating, presenting and teaching ballet in a way that celebrates the human spirit. Over the years, our professional company has developed an extensive original repertoire that spotlights the unique cultural significance of our region. This work has been shared with audiences at home and at venues around the nation, including the Joyce Theater in New York City and the John F. Kennedy Center for the Performing Arts in Washington, D.C., among others. Today, Ballet Memphis operates through four program pillars: a professional dance company, a ballet school and advanced youth ensemble, robust Pilates and wellness offerings, and a growing body of community impact work.

Purpose

The Rentals and Events Coordinator is responsible for driving revenue generation and operational excellence through building, scenic, and costume rentals, as well as identifying opportunities for self-presented events. This role ensures seamless coordination of rental logistics, contracts, and internal communications while delivering an exceptional experience for all renters and partners.

Reporting

This position reports directly to the Executive Director and collaborates closely with internal departments, including Production, Marketing, and Development, as well as external vendors, renters, and community partners.

Compensation

This is a full-time position with a salary range of \$50,000- \$52,000, along with a comprehensive benefits package, including medical coverage, paid time off, and a 401(k) plan with company match.

Key Responsibilities

- Create an annual strategic plan for maximizing revenue
- Oversee all public-facing sales collateral and website information
- Manage and plan the yearly Nutcracker Market
- Establish a preferred food & beverage partner program
- Key collaborator and execution partner for the annual gala

- Conduct regular audits of rental pricing to ensure competitiveness within Memphis and Shelby County markets
- Lead efforts to renew existing rental relationships and secure new renters and presenting partners
- Build and maintain a network for scenic and costume rental opportunities
- Develop and implement an annual strategy to maximize rental and event revenue
- Deliver first-class customer service to prospective and active renters and partners
- Respond promptly to all rental inquiries via email and other communication channels
- Conduct tours of available rental spaces for prospective clients
- In collaboration with the Director of Production, prepare and manage rental and event contracts
- Ensure timely receipt of signed contracts, deposits, and rental payments
- Maintain and oversee the rental calendar and space availability
- Coordinate staffing and volunteer support for events as needed
- Manage and update rental inventory lists for internal tracking and website accuracy
- Oversee how rental information is presented on the Ballet Memphis website
- Serve as the primary liaison during events to ensure renter needs are met and policies are upheld
- Manage relationships with caterers and vendors
- Operate and maintain basic knowledge of facility systems, including lighting, sound, and HVAC

Requirements

- Demonstrated experience in event coordination, hospitality, sales, or venue management
- Strong interpersonal and customer service skills with a client-focused approach
- Proven ability to generate revenue and manage partnerships
- Excellent written and verbal communication skills
- Strong attention to detail and organizational abilities
- Comfort working with numbers, tracking revenue, and managing spreadsheets
- Ability to stay flexible and responsive in dynamic event environments
- Capacity to work effectively with a wide range of personalities and stakeholders
- Willingness to work evenings and weekends as required

Ballet Memphis is an equal opportunity employer and do not discriminate against applicants or employees on the basis of sex, race, color, religion, national origin,

ancestry or age. In addition, Ballet Memphis does not discriminate against qualified individuals with disabilities or any other legally protected status within applicable federal or state law.

Send cover letter and resume to Careers@BalletMemphis.org.

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