



Indianapolis Motor Speedway Museum Position Description

Position Title	Manager of Events and Facility Sales
Department	Guest Services
Reports To	VP of Operations
Location	Indianapolis Motor Speedway Museum, 4750 W. 16 th Street, Indianapolis, IN 46222
FLSA Status	Full-time, Exempt

Organization Summary:

The Indianapolis Motor Speedway Museum is an independent 501(c)(3) nonprofit organization. While located within the track, the Museum is operated separately from the Indianapolis Motor Speedway. The Indianapolis Motor Speedway Museum brings to life the innovation, thrill, and cultural significance of motor racing at the Indianapolis Motor Speedway. Our vision for the Indianapolis Motor Speedway Museum is to ignite curiosity, spark discovery, and embrace tradition.

Position Summary:

The IMS Museum will reopen in April of 2025 with the ability to host both private event rentals and internal museum programming in a state-of-the-art facility. Reporting to the Vice President of Operations, the Event Sales and Client Services Manager will be responsible for developing the newly renovated museum's facility rental packages and preferred vendor programs. Building on existing event rental programming, event requests and revenue generation, this position will also prospect for new event business, respond to inquiries, consult clients on event details and oversee event operations and execution of all events hosted within the museum. This position will provide excellent guest service to internal and external clients, including but not limited to corporate and private rental clients, IMS Museum and Penske Entertainment sponsors, donors, VIPs, members, community organizations and all stakeholders.

Specific Duties:

- Research and develop facility rental packages of spaces and services available at the IMS Museum
- Prospect for new business, respond to event inquiries, negotiate contracts, build new and maintain existing relationships with event clients and vendors
- Coordinate and consult on all details of planning (including vendors, rentals, and IMS crossover) to ensure excellent guest service to all clients
- Manage and maintain an up-to-date calendar of all events in conjunction with facilities, curation, membership/development staff and IMS personnel
- Coordinate schedules to appropriately staff events with Museum Guest Service, Programming/ Interpretation and Tour staff as necessary
- Standardize event production for internal museum events/programming such as Cars & Coffee, Speaker Series, etc.
- Create event diagrams and event detail sheets for all internal and external events utilizing third-party event software
- Serve as onsite point-of-contact for all contracted venue rentals
- Ability to work extended and flexible hours, including nights and weekends when the museum is open and during special events
- Other duties as assigned



Qualifications:

- Bachelor's degree in hospitality services, marketing or sales, strongly preferred.
- Significant, proven experience in selling, coordinating and managing special event sales and event planning (5 years or more).
- Competent in vendor management, contract negotiation and execution.
- Highly self-motivated and well-organized, with the ability to multitask.
- Ability to think and react quickly to resolve problems in real-time.
- Excellent oral communication skills, with an emphasis on interpersonal relations.
- Ability to work collaboratively with a variety of people with different skills and abilities.
- Proficiency in Microsoft Office and Outlook applications.
- Weekday and evening and/or weekend availability.
- Degree or equivalent experience in hospitality management is preferred

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to stand and walk within a limited footprint for long periods of time.
- Ability to bend, reach and stoop repeatedly.
- Ability to lift/carry 11-35 pounds.
- Regular, predictable attendance is required.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

- Moderate noise (i.e., business office with computers, phones, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period.

Submit Resume & Cover Letter: museumjobs@brickyard.com

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