

Job Announcement – 03/02/2026

Venue Manager

Job Type: Part Time

The Baltimore Museum of Industry seeks a motivated and energetic individual to manage day-of logistics for the museum's rental program.

The Venue Manager is a member of the BMI Events Team and, as the primary on-site representative during events, oversees setup, breakdown, vendor coordination, and adherence to museum policies. Working closely with the Director of Events and the Events Administrator, the Venue Manager ensures that all events are delivered at the highest standard of professionalism, efficiency, and customer service.

The right candidate will be calm in a storm, an innovative problem solver, and excited to make sure our clients have a great experience. The Venue Manager position is a part-time position with mostly evening hours.

Key Responsibilities

Event Coordination & Delivery

- Serve as the on-site manager for rental events, overseeing all aspects of event execution from load-in through breakdown and clean up.
- Coordinate with clients, caterers, and other vendors to ensure compliance with museum guidelines and a smooth event experience.
- Monitor event flow, troubleshoot issues in real time, and provide responsive customer service.
- Ensure proper setup and breakdown of furniture, equipment, and museum spaces according to client and museum requirements.

Client & Vendor Relations

- Act as the primary museum contact during events, providing exceptional customer service to clients and guests.
- Build and maintain positive relationships with approved caterers and other vendors.
- Communicate effectively with clients regarding details, logistics, and expectations.
- Support efforts to retain repeat clients through consistent, high-quality service delivery.

Operational Support

- Keep current on event contracts and museum policies to ensure compliance during events.
- Track event-related issues and provide feedback to the Director of Events.
- Help maintain event spaces, equipment, and supplies to ensure readiness for upcoming rentals.

Department & Cross-Department Collaboration

- Work with the Events Team to ensure coordination across all aspects of event delivery.
- Communicate with other departments as appropriate when events affect exhibitions, programs, or daily operations.
- Support internal BMI events and rentals hosted by tenants, as assigned.

Minimum Requirements

- **Experience and Education**
- Bachelor's degree in hospitality, business, or a related field (or equivalent professional experience).
- Minimum of 2 years of experience in event coordination, hospitality, or client services.
- Experience managing on-site event logistics in a cultural, nonprofit, or hospitality setting preferred.

Knowledge, Skills, and Abilities

- Strong organizational and problem-solving skills, with the ability to manage multiple tasks in a fast-paced environment.
- Excellent customer service skills and professional presence in high-pressure situations.
- Effective communicator with the ability to work diplomatically with clients, vendors, and colleagues.
- Familiarity with event logistics, catering, and vendor coordination.
- Ability to work flexible hours, including evenings and weekends, in accordance with event schedules.
- Physical ability to oversee event setup and breakdown, including moving tables, chairs, and equipment as needed.

Schedule and Compensation:

Hours for this part-time position vary depending on the number of event rentals booked and availability. The number of events fluctuate throughout the year, tending to be higher in the spring and fall and fewer in summer and winter. Most shifts are 5-8 hours, but occasionally a work day can extend beyond 8 hours. Most of those hours are afternoon and evening and include weekends. The pay rate for this position is \$25 per hour.



To apply:

Please email your resume and a cover letter explaining why you want to work at the Baltimore Museum of Industry to humanresources@thebmi.org with the subject line "Venue Manager - <your last name>"

Applications will be reviewed on a rolling basis, with a preference for those applications received before March 16, 2026.

No one candidate will be a perfect match for this job. We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Diversity of experience and skills combined with passion are key to professional success. No one ever meets 100% of the qualifications. Please just apply.

The Baltimore Museum of Industry provides equal opportunity to all applicants for employment. No applicant shall be discriminated against on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, or any other legally protected classification.

Located on the waterfront near Baltimore's Inner Harbor, The Baltimore Museum of Industry (BMI) celebrates Maryland's industrial legacy and shows how innovation fuels ongoing progress. Our exhibitions, educational programs, and collections engage visitors in the stories of the people who built Baltimore and those who will shape the region's future. With an ambitious strategic plan in place, museum staff are focused on improving the visitor experience and making the museum a welcoming place of learning and dialogue.