



Rentals + Special Events Manager

Position Description

About MOCAD

The Museum of Contemporary Art Detroit (MOCAD) presents exhibitions and programs that explore the best of contemporary art, connecting Detroit and the global art world. MOCAD is focused on art as a means to nurture social change and human understanding, reflecting our community. We encourage innovative experimentation by artists, musicians, makers, cultural producers, and scholars to enrich all who participate and to educate visitors of all ages in the power of art. Whether from Detroit or around the world, we welcome creative voices who can guide us to an equitable and inclusive future. We believe that art can change us, and it's our responsibility to hold a space where challenge, acceptance, hope, and beauty can coincide. MOCAD opened to the public in 2006. It is operated by a staff of roughly 25 employees who deliver two to three exhibition and programming seasons per year at both MOCAD's main building and Mike Kelley's *Mobile Homestead*. MOCAD is an Equal Opportunity Employer.

About the Role

The Rentals + Special Events Manager is responsible for coordinating facility rentals and producing special events at the Museum of Contemporary Art Detroit, with a strong emphasis on internally produced institutional events, including MOCAD's annual Gala (approximately 200 guests) and 2–3 VIP donor dinners each year.

This role works collaboratively with event coordinators, the Gala Committee, and the Development team to ensure major fundraising and stewardship events are planned and executed smoothly. The Rentals + Special Events Manager also manages inbound facility rental inquiries and supports earned revenue goals through strong client service, clear operational systems, and consistent follow-through, with limited proactive outreach during slower periods.



The role partners closely with internal teams—including Operations, Café + Bar, Exhibitions + Facilities, and Development—and oversees contract staff supporting event execution. Independent judgment is required to plan, prioritize, and manage shifting event timelines while maintaining strong internal communication and a high-quality guest experience.

Classification

Status: Full-time, Exempt

Compensation Range

Range: \$60,00–\$65,000 + bonus opportunities

Schedule

Monday through Friday with some evening and weekend hours as needed based on event schedules. This is an in-person role.

Direct Supervisor

Direct Report: Co-Director + Chief Operating Officer

Direct Relationships: This role works closely with staff across Development, Operations, MOCAD Café + Bar, Exhibitions + Facilities, and external clients and vendors.

Event Support + Collaboration

- This role is supported by event coordinators and contract event staff during major events and rental periods.
- The annual Gala is planned in partnership with the Gala Committee and Development team.
- The Board + Partnerships Manager supports board- and donor-facing stewardship events and gatherings.
- Facilities + Operations and Café + Bar collaborate closely on building readiness, staffing, and guest service.



Role Responsibilities

Internal Special Events + Institutional Programming

- Lead planning and execution for MOCAD's internal special events, including the annual Gala (approximately 200 guests), exhibition openings, and 2–3 VIP dinners each year, in collaboration with event coordinators, the Gala Committee, and the Development team.
- Coordinate event timelines, run-of-show documents, staffing plans, vendor logistics, and internal communications for major institutional events.
- Partner with the Board + Partnerships Manager to support board- and donor-facing gatherings and stewardship moments, including guest management, hospitality planning, and day-of coordination as needed.
- Serve as day-of lead for institutional events, ensuring smooth execution, strong hospitality, and a high-quality guest experience.
- Coordinate post-event restoration of museum spaces, working with contractors and Facilities/Operations support as needed.

Facility Rentals + External Special Events Production

- Serve as the primary point of contact for rental inquiries, from initial communication through event execution.
- Conduct client meetings and site tours; advise on space use, food and beverage service, décor, parking, staffing, and security.
- Communicate museum policies, insurance expectations, required permits, and rental procedures clearly and consistently.
- Prepare detailed written estimates for facility use, staffing, equipment rentals, and bar packages.
- Coordinate vendor logistics, including deliveries, load-in/load-out, setup schedules, and event timelines.
- Provide on-site event management for rentals to ensure smooth execution and a strong client experience.



Rental Sales + Client Relationship Management

- Manage inbound rental inquiries and guide clients through booking, contracting, planning, and execution.
- Maintain relationships with repeat renters, event planners, and preferred vendors to support consistent rentals and strong client experience.
- Conduct light prospecting and outreach during non-peak periods to strengthen future bookings and partnerships.
- Maintain and update rental marketing materials and information (rate sheets, basic collateral, website content coordination) in partnership with Communications as appropriate.
- Identify opportunities to maximize revenue through clear packages, add-on services, and operational efficiencies.

Administrative + Financial Management

- Oversee contracts, invoicing, permits, insurance documentation, and payment schedules for all rentals and special events.
- Collect and submit financial paperwork to the Business Operations Office promptly, including:
 - Signed contracts
 - Deposits and final payments
 - Insurance certificates
 - Required permits and liability documentation
- Track event expenses and coordinate billing for additional costs as needed.
- Maintain follow-up communications and thank-you outreach to encourage repeat rentals and strong partner relationships.

Internal Coordination + Staffing

- Schedule and manage event staffing, including event production assistants, bartenders, security, valets, and A/V technicians as needed.
- Work closely with Café + Bar and Operations leadership to coordinate bar service staffing, ordering, billing, and execution for events.
- Communicate event plans across departments to prevent conflicts and ensure readiness for staff, visitors, and facility needs.
- Create and distribute event plans for review at weekly events and program meetings as needed.



- Partner with Facilities + Exhibitions to maintain organized storage of rental furniture, supplies, and equipment.

Required Skills + Experience

- 3+ years of experience producing and managing large-scale events (nonprofit, hospitality, venue, or cultural settings).
- Experience supporting donor-facing, VIP, or institutional events, including galas, fundraising dinners, and partner events.
- Strong interpersonal and client service skills, with comfort managing high-touch relationships and sensitive details.
- Excellent written and verbal communication skills.
- Strong organizational systems and the ability to manage multiple priorities and deadlines.
- Ability to problem-solve in real time and maintain calm during busy event periods.
- Ability to work independently and collaboratively in a small-team environment.
- Comfort with physical tasks, including standing for long periods, lifting up to 35 lbs., climbing stairs/ladders, and moving event furniture and supplies.
- Proficiency in Google Suite, Microsoft Office, Adobe Acrobat, and calendar/scheduling tools.
- Reliable transportation required.

Success in this role requires flexibility and a teamwork-centered mentality: partnering across departments, maintaining clear communication, and taking initiative as needs evolve day to day.

Desired Skills + Experience

- Interest in contemporary art and culture.
- Experience working in museums, arts nonprofits, or cultural institutions.
- Familiarity with vendor management, event budgeting, and contract administration systems.
- Experience coordinating with development, board relations, or donor stewardship teams is a plus.



To Apply

To apply for this role, please email your resume and cover letter as a PDF to jobs@mocadetroit.org. Unfortunately, we are unable to respond to inquiries about hiring or this position.