

Venue Coordinator RFP



Project Context

Black & Tan Hall takes its name from original Black and Tan clubs in Seattle between the 1920s and the 1960s, where people from different racial backgrounds could gather to socialize despite the overt racism of the era. Our Black & Tan Hall came into being in 2016 out of a desire to preserve and promote cultural space in the rapidly gentrifying south end of Seattle, specifically Hillman City—a logical space to next give way to displacement, especially of Black families. Black & Tan Hall was founded upon very intentional social and racial justice values, and, as such, formed an investor-partner base of generational, class, racial and cultural diversity. The process has been exciting, complex, challenging and progressive. Our journey has taken us from lease to purchase of our own building, navigating the Covid-19 pandemic, raising funds, making complex democratic decisions, restoring the physical integrity of the space, to finally opening our doors to the public in 2022 as a café/restaurant, performing arts venue, and cultural space.

Position Description

Black & Tan Hall (B&TH) now seeks an experienced outside contractor to bring their perspective and experience and professional energy to opening our doors. The right candidate will be or will become deeply familiar with [B&TH's vision and values](#). This position will bear primary responsibilities for setting up systems for, and managing the immediate need for revenue from events and rentals, both those hosted by B&TH and by others.

Position duration will be approximately August - December 2022 @ \$25,000 for a refined set of deliverables based on those outlined below.

Contract extension and/or full employment may be considered.

The Venue Coordinator will:

- Interface with Managers Circle to understand and implement the vision and will of the partner-investors
- Communicate with the managers' circle consistently to tap potential within B&TH community

- Interface and communicate with external entities (vendors, partners, community members and others)

Qualifications

- Experience managing a performing arts venue and/or restaurant, conferences halls, banquets, large events
- Experience with restaurant recruiting, writing job descriptions / hiring plans, writing contracts, creating systems
- Connections with BIPOC community and arts organizations (demonstrated)
- Experience coordinating and collaborating with various stakeholders and contractors in the Seattle area, preferably SE Seattle or SE King County
- Proactive, self directed project manager (demonstrated)
- Ability to hit the ground running!

Preferred Qualifications

- Preferred experience *opening* a performing arts venue and/or restaurant, conference halls, banquets
- Preferred experience with strategic planning
- Passion for the successful launch of our specific vision for B&TH

Deliverables

- Produce clear documentation of roles needed to provide programming and support rentals
- Related documents could include organizational charts, process workflows so that B&TH can successfully program and provide rental space in line with needs of different clients—building out the event/rentals section of our business plan, including determining costs and potential income
- Produce tracking mechanism/calendar for event scheduling
- Produce a phased work plan for opening restaurant/bar, event space in coordination with B&TH committees (management circle)
- Secure and manage launch staff
- Assist with developing first quarter programming and soft openings

Please send your cover letter/CV to: info@blackandtanhall.com

Submission review begins June 1, 2022

Position open until filled