

## Manager, Miller Lash House (09N)

The Miller Lash House at the University of Toronto Scarborough is located at 130 Old Kingston Road, in the valley just below the campus, near the tennis courts. It is a historically significant house built in 1913 that is now operated by the University for Special Events such as meetings, receptions, celebrations and weddings.

### Description:

Under general direction of the Director of Hospitality and Retail Services, the incumbent is responsible for all matters related to the administration, operations, events and maintenance of the Miller Lash House. Serving as a champion of the House, the incumbent actively promotes and supports the usage, mandate and preservation of the facilities. Duties include marketing, sales and promotions of the House as a special events and conference facility, serving as the main point of contact for clients, responding to customer inquiries and coordinating events. The incumbent is responsible for the successful planning and execution of university, community, corporate, wedding and other events held at the Miller Lash House. This includes ensuring proper staffing for each event, ordering/purchasing supplies as needed and providing on-site supervision and coordination. The incumbent acts as the liaison with clients interested in using the facilities, outside suppliers and vendors and resolves issues and complaints as required. The incumbent is responsible for processing and reconciling financial documents on FIS as well as preparing budget and other financial spreadsheets. S/he must ensure that the University's policies are followed, particularly pertaining to alcohol beverage services and catering. It is expected that the House be operated as a business, generating a profit through events held at the facilities, thus minimizing the financial reliance of the MLH on the University's operating budget.

### Qualifications:

(Minimum)

Education: University degree or equivalent combination of education and experience.

Experience: Minimum three years experience as a special events manager, as well as experience in catering, sales, business management and contracts administration. Three years experience working as a bridal consultant. Solid accounting and marketing experience. Knowledge of the University's financial, alcohol and other key policies would be an asset. Experience supervising staff. Experience designing and maintaining webpages.

Other: Demonstrated experience with Microsoft Word and Excel. Working knowledge of FIS would be an asset. Demonstrated customer service focus with strong interpersonal and presentation skills so as to develop and maintain excellent relations with the general public as well as professionals and academics. The successful incumbent must present the confident, professional manner of one accustomed to entertaining on a grand scale; must be articulate and be able to deal with a wide variety of issues. Excellent verbal and written communication skills. Must be highly organized and have the ability to deal with a variety of issues and many details at once, as well as handle unexpected problems as they arise. Knowledge of the historical nature of the Arts and Craft movement is an asset in dealing with an inquisitive public. It is also essential to have an understanding of the restoration of the historical house and the mandate required to maintain the property. Flexibility is required especially during the summer and other peak periods. Weekend and evening work will be required during the high season. Must have extensive knowledge of the catering industry and be able to supervise that aspect in all events. Entrepreneurial spirit to run a revenue generating operation. Access to own vehicle would be a definite asset.

**Schedule:** Full-time

**Appointment Type:** Budget - Continuing

**Notes:** The deadline to receive applications is April 23, 2010.

**Job Posting :** 01/Apr/10

**Closing Date:** 23/Apr/10

Interested applicants may submit a cover letter and resume on-line at:

<https://utoronto.taleo.net/careersection/10000/jobdetail.ftl?lang=en&job=1000190>