

DIOCESE OF PROVIDENCE
ONE CATHEDRAL SQUARE
PROVIDENCE, RHODE ISLAND 02903

Open Position Notice

Date: **January 9, 2017**

Position Title: **Auditorium Director**

Agency/Office: **Bishop McVinney Auditorium**

Work Schedule: **Full Time, Includes Some Evenings and Weekends**

Position Requirements:

The Bishop McVinney Auditorium at One Cathedral Square in Providence is currently seeking to fill a full time Director position. The schedule for this position is flexible, and includes some evenings and weekends.

The Director promotes the Auditorium through marketing and solicitation, and is responsible for on-site management during scheduled events. In addition, the Director will be responsible for stewardship of clients from initial contact through their event, and to the completion of their business with the Auditorium. This person will be in charge of all aspects of event coordination, including event setup, staffing, vendors, and technology needs. Finally, the Director is responsible for database and budget management.

The ideal candidate will have experience in marketing, hospitality, sales, and/or event planning in the Rhode Island area. Must be able to work independently and as part of a team handling multiple competing priorities with a high level of professionalism. Practicing Roman Catholic in good standing with the Church preferred.

Interested candidates should apply to:

Diocese of Providence
Attn. Louise Dussault
One Cathedral Square
Providence, RI 02903

Email: ldussault@dioceseofprovidence.org