



Interim Director, Buena Vista (Event Venue)

Autauga County Heritage Association is seeking qualified candidates for Interim Director of Buena Vista

- **Background:** The Autauga County Heritage Association (ACHA) is a non-profit membership organization that operates with a common interest in the history of Autauga County, striving to create historical interest and educate the community about the benefits of preservation and the significance of our own heritage. Buena Vista, owned by ACHA, is a beautifully preserved historic home available for weddings and events.
- **Job Description:** ACHA is seeking an enthusiastic individual to serve as Interim Director of Buena Vista on a contract basis to support the event management of the venue. Responsibilities include:
 - Hosting scheduled events while enhancing the organization's image
 - Marketing Buena Vista (through social media and other forms of advertising)
 - Meeting with prospective clients and contracting events; maintaining communication with contracted clients
 - Scheduling, coordinating, and hosting events (events mostly scheduled on weekends – important for Interim Director to be available)
 - Maintaining the event calendar
 - Coordinating the general maintenance of the property
- **Desired Skills:**
 - Experience in event management
 - Excellent organizational abilities, attention to detail, and able to multi-task
 - Possess strong interpersonal skills while working with clients and navigating social situations (strong communication, active listening, empathy, problem solving & conflict resolution)
 - Ability to promote venue through various advertising opportunities and manage accounts on social media (Facebook, Instagram, etc.)
 - Excellent time management skills while working independently and part of a team
- **Compensation:** Starting \$1,500 - \$1,700 per month commensurate with qualifications/experience. Potential for commission. Contract subject to review and renewal on a yearly basis.
- **Submittal/Inquiries:** Resumes should be emailed to director@autaugahistory.org with "**Resume – Buena Vista Director**" as the email title. The deadline to receive resumes is **August 22, 2025**.
- **Information:** For more information regarding the Autauga County Heritage Association or Buena Vista, visit www.autaugahistory.org. General Questions or comments may be directed to director@autaugahistory.org.