

Employment Opportunity - Spruce Haven Event Planner & Venue Manager

Reports to: Eltueg Commercial & Mi'kmaq Nation Economic Development Director

Classification: Exempt

Employment Status: Full Time + Commission

Health Insurance Stipend: \$400/month

Salary Range: Annual Salary - \$46,134.40 to \$56,804.80 DOE plus commission

Supervisory Status: Yes

SUMMARY

Spruce Haven is a year-round event venue located on wooded acreage managed by Eltueg Corporation, the federally chartered economic development arm of the Mi'kmaq Nation. The Event Planner & Venue Manager is responsible for managing inquiries, securing bookings, supporting events on-site, and ensuring that each rental is well-organized, safe, and aligned with Spruce Haven policies.

This role blends customer service, event coordination, property management, and sales. The ideal candidate is organized, personable, detail-oriented, and comfortable working independently.

Key Responsibilities

Booking & Client Relations

- Respond to inquiries and schedule tours of the venue
- Meet with clients to understand their needs and explain venue policies
- Prepare rental agreements and collect required documents
- Maintain an organized booking calendar and communication log
- Secure new bookings and promote available dates, packages, and upgrades

Event Coordination

- Serve as the primary contact for clients before their event
- Coordinate setup needs, vendor logistics, and event timelines
- Ensure compliance with alcohol, security, and safety policies
- Conduct pre-event and post-event walkthroughs
- Provide on-site support during events as scheduled

Venue Management

- Maintain cleanliness, organization, and readiness of the lodge and outdoor areas
- Monitor and manage inventory of décor items, supplies, tables/chairs, etc.
- Arrange staffing for security and bartenders as required
- Report needed repairs or maintenance to Eltueg operations staff

- Ensure all events follow environmental and cultural stewardship guidelines

Sales & Revenue Generation

- Promote Spruce Haven through networking, social media, vendor relationships, and word-of-mouth
- Upsell décor packages, add-ons, and styling services when appropriate
- Build relationships with local caterers, florists, DJs, photographers, and planners
- Collaborate with Eltueg leadership to develop new revenue opportunities

Qualifications

- Experience in event planning, hospitality, customer service, or related fields
- Strong communication and organizational skills
- Ability to work occasional evenings and weekends, depending on bookings
- Comfortable managing multiple tasks and responding to time-sensitive needs
- Ability to lift up to 30 lbs and assist with basic event setup
- Familiarity with Aroostook County venues, vendors, or community networks preferred
- Must be reliable, professional, and able to represent Eltueg and the Mi'kmaq Nation with respect

Work Schedule

- Flexible, full-time schedule based on bookings.
- Typically 40 hours per week, with increases during peak season (May–October). Weekend or evening work is required during events.

Compensation

Base Hourly Rate: \$22.18 to \$27.31/per hour DOE

Commission Structure

- 5% commission on each event booked by the Manager (based on rental fee)
- 10% commission on upsold décor packages, add-ons, and styling services
- 15% commission on Manager created events (independently conceived, developed, and executed by the Venue Manager and approved in advance by Spruce Haven; calculated after all direct event costs and expenses have been deducted.
- Seasonal bonus available based on number of events secured (10+, 20+, 30+ tiers)

An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

The closing date for this position is open until filled.

Please send the completed application to the following address or email:

Eltueg

c/o Christina Kane-Gibson

7 Northern Road Presque Isle, Me. 04769

ckanegibson@micmac-nsn.gov or ckanegibson@eltueg.com

Eltueg and the Mi'kmaq Nation practice Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.