



JOB DESCRIPTION

Job Title: Event Coordinator

FLSA Status: Non-Exempt

Administrative Relationship: Supervisor: Director of Sales and Events

Hours: Work hours and schedules are determined by business conditions and guest needs. Formal workweek begins on Monday and runs through Sunday. Regular hours of operation are Monday through Friday from 8AM until 5PM, however, seasonal and special event hours may vary.

Nature of Position: This position is responsible of planning and execution of Museum, corporate, and private events including weddings. Must be customer- focused and extremely detailed-oriented. Selecting and managing event staff must be done with customer service as the main criteria resulting in a positive experience for the client.

Primary Responsibilities: **Rental Events**

- Maintain open lines of communication with clients and service providers, answer any questions or concerns
- Set up meetings with potential clients, give them an informative site tour of the venue while creating a vision for their event based on their needs
- Coordinate all stakeholders of the event including clients, caterers, photographers, entertainment companies and other vendors
- Design and edit detailed floor plans, timelines, and staffing plan that create efficiency and flow to the event
- Ensure the safety of the museum at all times by monitoring galleries during events ensuring that food, beverages and catering items are managed in a way that protect the Museum collection

- Ensure that all necessary equipment including but not limited to tables, chairs, audio and visual equipment, linens, beverages and other supplies are in working order and set up for the event
- Coordinate event logistics assigning tasks, manage staff, and monitor all timelines prior, during and after events ensuring the Museum's commitment to customer service
- Tear down and cleanup of any or all galleries to ensure the museum is presentable to the public after each event

Museum Events (Additional responsibilities that are not captured within the Rental section)

- Have a full understanding of the vision and goal of the event
- Meet and coordinate the details of each event with the corresponding departments of the museum

Wedding Show (Additional responsibilities that are not captured within Rentals or Museum Events)

- Schedule staff and assign specific and strategic tasks for each event staff member for the wedding show weekend
- Be the contact to assist all vendors, groups, and guest

Other Duties

- The responsibilities of the Event Coordinator's position will continue to grow as the need arises. The employee must accept any new tasks and duties as assigned in an effort to support Museum and its objectives
- The employee is expected to support all aspects of Museum activities and programs and will regularly assist others with their responsibilities in an effort to serve guests and assure the mission of the Museum
- The employee is expected to maintain a satisfactory level of professionalism while performing their duties
- The employee is expected to take the appropriate initiatives necessary to fulfill the responsibilities of their position
- The employee is expected to be adaptable to different assignments, responsibilities, and ideas
- The employee is expected to work effectively as a team member in an effort to fulfill the Museum mission
- The employee is expected to lead effectively and professionally the events team.
- Guide and develop the skills of each team member.

Physical Demand

- The physical demands are representative of those that must be met by an employee to successfully perform the responsibilities of this position.
- While performing the task, duties and responsibilities of this position, the employee is required to talk, hear, sit, stand and walk up to several miles
- This position will involve the ability to use hands, reach with hands and arms, stand, kneel and balance. Specific vision abilities required by this position include close and distance vision, color, depth perception and the ability to adjust focus
- The employee must be able to frequently lift and/or move up to 50 pounds

Education, Experience & KSA's (Knowledge Skills & Abilities):

- Post high school education (equivalent work experience considered),
- Two years' experience in event planning and sales
- Superior organizational skills
- Experience in managing staff, strong leadership qualities, detailed oriented and organizational skills
- Ability to effectively communicate (verbally and written) and effectively interact with internal and external individuals

- Ability to effectively use WordPress and Social Media Pages (Facebook, Pinterest, Instagram, Snapchat)
- Proficiency in MS Word, MS Excel and MS Outlook
- Ability to be proactive and take initiative, operate independently
- Ability to give direction and hold other accountable
- Define and solve problems and deal with a variety of situations where limited standards exist

Work Environment

- The work environment characteristics are representative of those an employee will encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position
- The noise/smell level in the work environment is usually low to moderate depending on event or exhibit changes
- Ability to perform duties inside and outside Museum regardless of weather
- Dress is generally reflective of Museum industry standards

The AACA Museum operates under "At Will" employment. This means that the employee may resign from their position with or without notice and with or without

causes. Similarly, the AACA Museum holds the right to dismiss the employee at any time for any reason or for no reason with or without notice. At no time does any the AACA documentation, including, but not limited to application, handbook, offer letters, job descriptions or evaluations represent an employment contract between the employee and the AACA Museum. The AACA Museum does not utilize oral agreements concerning employment. Agreements concerning employment will be placed in writing and must be approved by the Executive Director and/or Human Resources Manager.

Information available to the employee while performing the task, duties and responsibilities of this position may be considered extremely sensitive. The employee is required to perform the work related to this position at the highest level of professionalism and consider all information directly related to the Museum as confidential.