

Job Title: Event Coordinator

**FLSA Status: Non-Exempt - Part-Time \$12.00-13.00 per hour**  
**Hours: Week days, evenings, weekends, some holidays**

**SUMMARY:** This position is responsible for coordinating facility rental events and providing services and information to help create a pleasant and safe experience for event hosts and guests. This position reports directly to the Event Manager.

**RESPONSIBILITIES AND DUTIES** include the following. Other duties may be assigned.

- Acts as liaison between clients, caterers and vendors, and staff prior to and during events.
- Supports Event Manager by answering telephone inquiries, designing floor plans, taking clients or potential clients through rental spaces, coordinating vendors, setting up and/or maintaining the contracted rental time by determining, following and confirming event schedule.
- Works with other staff to provide room arrangements / set-up according to instructions from the supervisor and / or client. Assists in setting up and tearing down events.
- Greets guests in a friendly and courteous manner. Assists guests by providing information, giving directions, accommodating disabilities, taking messages, etc.
- Observes behavior of guests and, if necessary, inquires about assistance or enforces safety rules. Reports unusual or illegal activities to Security office.
- During events, regularly moves through spaces accessible to guests to ensure facilities are free of litter, spills, potential safety hazards, or non-aesthetically pleasing conditions.
- Maintains a neat and safe environment during event. Notifies security or building ops as their assistance is needed.
- Analyze situations and take steps to handle according to established procedures.

**WORKSKILLS:** Strong people skills, ability to work diplomatically, courteously and assertively with staff, visitors, clients and volunteers. Ability to communicate effectively, both orally and in writing. Must be dependable, punctual, and possess strong work ethics: must be detail-orientated.

**EXPERIENCE:** Previous event and/or hospitality experience.

**QUALIFICATIONS:** Ability to learn about Museum services, facilities, and equipment and to communicate that information to visitors with a diverse range of needs and backgrounds. Ability to analyze situations and take steps to handle according to established policies and procedures. Ability to remain calm in stressful situations.

**EDUCATION:** High school diploma.

**PHYSICAL DEMANDS:** Ability to lift 20 pounds.

**WORK ENVIROMENT:** Professional business setting.

