

# Job Description

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**Title:** Events Coordinator

**Division:** Earned Income

**Position Reports to:** Events Manager

**Date Revised:** January 2020

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## I. General Summary

This position is responsible for directing and supervising rental events and assisting with museum related events. The Events Coordinator deals with the general public as a sales consultant and works closely with the Events Manager, museum set up staff, bartenders, security staff and catering service. The Events Coordinator serves as a contact person between the client and the museum.

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## II. Principle Duties and Responsibilities

- Execute facility rental events and museum events.
  - Manage event details and act as host/hostess of museum.
  - Supervise and provide assistance to set up, bar and security staff.
  - Create and maintain bartender schedule.
  - Help with event set-up and cleaning of equipment.
  - Assist with managing the purchases, sales and inventory of alcohol/beverages.
  - Work with Development, Education and Curatorial staff on related events.
  - Provide tours of museum spaces for potential clients.
  - Assist in collection of invoices for facility rental and museum related events
  - Attendance is required for all scheduled days and evenings on a regular basis.
  - Working knowledge of museum's sound system, microphones and power point projector.
  - Provide clear verbal and written communication.
  - Perform other duties as assigned.
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## III. Background

**Supervision** - Supervise bartenders and museum security during facility rental events.

**Confidentiality** - This position requires working knowledge of the museum and its operations and has limited exposure to the financial billing records. High ethical standards of integrity, understanding, and diplomacy are required.

**Mental Application** - Excellent organizational and problem solving skills, as well as creative thinking, flexibility and the anticipation of circumstances. Ability to adhere to guidelines

**Responsibilities** - This position requires someone trustworthy and dependable in carrying out the details of the events. Serving as an ambassador for the museum as well as giving high quality customer service is crucial.

**Contacts-Internal and Public** - Internal contacts are primarily with Events Manager, Earned Income Manager and accounting personnel. External contacts include clients, vendors, volunteers, members, and the public at large.

**Magnitude and Scope** - Adherence to given budgets for special events is essential. The position will be given authority to purchase items of a limited nature with authorization from the Events Manager and Earned Income Manager.

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#### IV. Conditions of Employment

**Working Conditions** - Most of positions requirements can be performed within the museum. However, some travel in town may be necessary. Evening and weekend work is required.

**The position is performed in the Plains Art Museum building which is a non-smoking facility.**

**Equipment Operations** - This position requires working knowledge of the computer, printer, calculator, telephone system, fax, photocopier and other office equipment. This position also requires the ability to assist in operating the museum sound system.

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#### V. Specifications

**Education** - High school diploma or equivalent is required. College level education in Hospitality and Tourism Management, Business Administration, Communications and other related fields preferred.

**Experience** - A minimum of two years experience in sales & catering preferred.

**Abilities** - Requires basic math, and reading abilities. This position requires strong customer service skills as well as verbal and written communication skills. The position requires attention to detail and record keeping abilities. Must be able to work both independently as well as part of a team. Other necessary factors include the ability to accept/adapt to change, problem solving skills, decision making and reasoning ability, endurance demands, and the ability to work within a budget. The ability to perform multiple tasks concurrently is required.

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#### VI. Essential Functions

In keeping with the daily demands of the position, the individual must exhibit the mobility to visit locations outside the museum in the F-M area and to visit locations within the museum. Must be able to speak read write and understand the English language. Must be able to balance, bend, climb, crouch, reach, stand, sit and twist and lift/move up to 30 pounds. Must be able to sit at a desk for extended periods of time and have the finger dexterity to operate office equipment as needed. Must possess the ability to read, write and orally communicate effectively with people in person and on the phone. The individual will be required to operate necessary office equipment and the museum sound system. This position requires the individual to work both as an independent and as a team member and must possess multi-tasking capabilities.

(Clearly Print Name)

**Employee Printed Name** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_