

Job Description: **Event Coordinator**

Status: Part-Time, Non- Exempt, 29 hours or less/ Week (*on-site*)

Department: Sales



General Statement of Duties

The Event Coordinator is a Museum representative and liaison between customers and staff, facilitating excellent guest experiences through events. In a team setting, coordinates event details and operational logistics before, during, and after events to maximize success. This position recognizes the capacity to achieve greater results by integrating skilled volunteers and leveraging their diverse knowledge and abilities. The Event Coordinator is under the direct supervision of the Sales Director.

Qualifications

- High school graduate with four years customer service, experience in sales and execution of special events
- Creative, results driven, high performer with service orientation
- Sales oriented. Ability to sell the museum and museum activities. This includes being able to sell sound alternatives to fit varying situations and circumstances.
- Supervisory experience desired with the ability to lead a team and work independently with little supervision.
- Excellent oral and written communication skills, interpersonal and facilitation skills with multiple levels of external partners, customers and internal staff.
- Energetic, enthusiastic personality, able to take initiative and work independently and follow up with potential clients.
- Energetic, constructive attitude with ability to view opportunities for a variety of perspectives.
- Must be able to remain calm, make sound decisions and provide clear directions in a crisis situation.
- Ability to work independently, displays sound judgment, discernment and discretion.
- High energy professional with integrity, with ability to remain calm in an emergency situation and give clear directions.

Duties and Responsibilities

- Be an enthusiastic representative of the museum.
- Provide clear and professional direction to assigned Event Staff.
- Build and maintain professional relationships with clients, guests, vendors and co-workers by communicating and being cooperative and helpful with any last minute details or needs.
- Draft event contracts and prepare event forms.
- Conduct pre-event meetings with staff, clients and caterers.
- Develop a sound working knowledge of the museum's storage and lightening and sound systems.
- Use Altru System to confirm payments, issue security deposit refunds, and check the event calendar.
- During events continually monitor all areas of the Museum (restrooms, gallery, grounds, etc.) to ensure the best representation, keep food, beverages and catering items away from animals and displays and handle issues of safety.
- Train and supervise staff. Participate in event set up as per floor plan and event details with, but not limited to, tables, chairs, décor, linens, beverages, food, place cards, and trashcans.
- Develop a working knowledge of the museum's storage, security, lighting and sound systems.

- During events monitor caterers, DJ, photographers and any other vendors involved with each event to ensure they are following Museum policies, including noise levels.
- When assigned, act as Manager on Duty, takes the lead with safety, security and closes the museum properly.
- Assist with parking when needed.
- Restore the Museum after the completion of events to ensure the museum is presentable to the public.
- Engage and oversee volunteers in completion of duties.
- Other duties as assigned.

Essential Job Requirements

- Ability to work weekends, evenings and late nights.
- Must be able to hear and speak clearly.
- Physical requirements include medium work, must be able to lift and move 50lbs.
- Must be able stand for extended periods of time and move about on foot to accomplish tasks.
- Must be able to stoop, kneel, crouch, crawl, reach, push, pull, lift, grasp, feel, and utilize repetitive motions.
- The noise/smell level in the work environment is usually low to moderate depending on event or exhibit changes .
- Follow VLM dress code.
- The position is subject to environmental conditions for activities occurring indoors and outdoors.

**Qualified applicants please submit VLM application, cover letter, resume, and references.
No phone calls, please.**

**Mail: Human Resources
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