

# THELMA

THELMA SADOFF CENTER FOR THE ARTS

Event Coordinator

Full-Time

## SUMMARY

Seeking an experienced Event Coordinator to manager our small and large events. The Event Coordinator will provide a high level of customer service and have the responsibility of managing all events for the organization. The Event Coordinator oversees all aspects of event planning and management from beginning to end. A successful candidate will be extremely organized and be able to manage the logistics of multiple events simultaneously.

## PRIMARY RESPONSIBILITIES

Coordinate details of events such as conferences, weddings, birthdays, anniversaries, charity events, parties, trade shows, sales meetings, and business meetings.

Ensure cost estimates/budgets for events are adhered to.

Coordinate appropriate staff and equipment needs for each event.

Coordinate vendor/speaker/client needs including deliveries and cleanup.

Create and monitor event timelines and ensure deadlines are met.

Communicate event schedules/plans/logistics as needed to attendees and internal team.

Oversee setup, assisting with setup when necessary.

Troubleshoot any issues, including any with technology.

Assist with the management of on-site production and clean-up for events as necessary.

Close events as needed.

## TRAINING AND EDUCATION

Bachelor's degree, preferably in hospitality management, business or communications.

Experience in event coordination required.

## REQUIRED SKILLS

Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to work flexible schedule, including evenings and weekends.

Demonstrated accountability in project ownership and solution-oriented work approach.

Excellent interpersonal skills including the ability to build rapport both in person, via email and by phone, with high professionalism.

Detail-oriented, organized and able to manage multiple priorities.

Excellent communication skills, including writing and verbal communication.

Ability to manage multiple projects and work assignments from a variety of customers.

Ability to work effectively under pressure and with deadlines.

Proficient in Microsoft Office, including Excel.

Experience using a Customer Relationship Management system, and/or an event management system is a plus.

Ability and willingness to learn new systems.

Please submit resume and cover letter to [jacqui@thelmaarts.org](mailto:jacqui@thelmaarts.org) with the subject line – events coordinator position.

*We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.*