

# JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

<b>JOB TITLE:</b>	Events Coordinator	<b>DIRECT SUPPORTS:</b>	Café & Events Manager
<b>DEPARTMENT:</b>	Events	<b>DIRECTLY SUPPORTS:</b>	N/A
<b>CLASSIFICATION:</b>	Full-time, hourly, non-exempt	<b>SALARY RANGE:</b>	\$22-\$25 per hour DOE +tips while working events.

## JOB SUMMARY

The Events Coordinator is responsible for sales and client management, administration, and marketing and promotion of external and internal events at the High Desert Museum. They serve as the primary contact for private event clients and coordinate with museum staff to plan, deliver, and promote mission-based event experiences at the museum. In addition to serving external clients, the Events Coordinator assists museum staff with internal event administration and coordination.

## ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

<b>40%</b>	<p><b>Event Sales and Client Management</b></p> <ul style="list-style-type: none"> <li>• <i>Serve as primary contact for Museum private event inquiries, providing information and the highest-level customer service in a timely and pleasant manner</i></li> <li>• <i>Manages client pipeline to include inquiry, estimate, contract, pre-event planning, post-event closing, and follow-up processes.</i></li> <li>• <i>Develop and manage follow-up processes after events, including thanking clients and event survey</i></li> <li>• <i>Ensure clients, Event staff, and vendors are aware of the essential need to respect the Museum facilities, exhibits, collections, staff, and wildlife</i></li> </ul>
<b>30%</b>	<p><b>Event Administration</b></p> <ul style="list-style-type: none"> <li>• <i>Work with Chief Financial &amp; Operating Officer to negotiate and draft contracts</i></li> <li>• <i>Work with the Accounting Department to secure deposits for all rentals and oversee invoicing and collection of fees from clients</i></li> <li>• <i>Assist in planning and coordination of Museum internal events, including member openings, programs, lectures and other workday or after-hour events</i></li> <li>• <i>Serve as “master scheduler” for all Museum rental spaces and coordinate scheduling with internal Museum staff</i></li> <li>• <i>Coordinate set-up and logistics with caterers, musicians, equipment vendors and other third-party contractors as necessary</i></li> </ul>
<b>25%</b>	<p><b>Event Marketing and Promotion</b></p> <ul style="list-style-type: none"> <li>• <i>Promote and market the Museum’s event rental opportunities to meet annual budget goals and to cultivate new visitors to the Museum, including appropriate industry meetings and activities around Central Oregon, with the possibility of extending to the Eugene and/or Portland areas</i></li> <li>• <i>Develop and maintain strong relationships with event related businesses and individuals in Central Oregon</i></li> <li>• <i>Work with HDM Communications department in development of Event marketing plan including advertising, social media, print media, etc.</i></li> </ul>
<b>5%</b>	<p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>• <i>Contribute to and support the Museum’s DEAI initiatives</i></li> <li>• <i>Contribute to and support the Museum’s AZA Accreditation</i></li> </ul>

- Assist with museum-wide events, such as Free Days, fundraising gala, etc.
- Other duties as assigned

## QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"> <li>• High school diploma or GED</li> <li>• Bachelor's degree is preferred</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Minimum of three years of experience in comparable position required, with preferred background in food &amp; beverage industry, event planning and/or sales</li> <li>• Strong event sales experience or within sales industry where developing relationships with clients is required</li> </ul>
SKILLS/ ABILITIES	<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office, Excel, Word, and Publisher and other common event management software</li> <li>• Strong verbal and written communication skills</li> <li>• Creative, imaginative, and innovative</li> <li>• Project-management, organizational, and prioritizing skills; problem-solving and attention to detail</li> <li>• Ability to provide the highest-level customer service to co-workers, clients, vendors, and other third parties, including the ability to deal with time-sensitive and sometimes demanding situations</li> <li>• Demonstrated high energy level and flexibility, pleasant persona coupled with sound judgment; and the ability to maintain confidentiality</li> <li>• Ability to manage multiple projects and priorities and work well in a team environment</li> </ul>
PHYSICAL ELEMENTS	<ul style="list-style-type: none"> <li>• This position involves extended periods of seated or standing desk work</li> <li>• Includes the need to give extended tours of the museum facilities and property to prospective clients</li> </ul>
EQUIPMENT USE	<ul style="list-style-type: none"> <li>• Frequent computer and phone use</li> </ul>

## ACKNOWLEDGMENT

*I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date