



Events Coordinator

Full time, Benefited

The **Events Coordinator** is an enthusiastic, energetic, and organized member of The Wild Center team. This self-starter is the primary staff person responsible for organizing all internal and external events. This person performs a range of duties including setting and leading cross-departmental meetings, acting as the facility logistics lead, and following up on all external event inquiries such as weddings, meetings, parties, etc.

If you like to help build things, are creative, a great communicator, and see problems as opportunities, this is the job for you. Come be a part of a team that values creativity, enthusiasm, learning together, and having fun while working in a supportive atmosphere.

Essential Duties & Responsibilities:

- Coordinate and organize all internal development and programmatic events
- Coordinate and process all phases of external events including contracts, book orders, secure deposits and payments for special events through Altru and Xtrulink database management systems
- Create and manage checklists to manage all steps of the event process
- Organize cross-departmental teams to ensure benchmarks are reached on time
- Maintain database and track Facility Rental leads, inquiries, lost business, sales revenue, and provide ongoing status reports as required
- Onsite point person for all events, and space rentals. Including group greeting, space set up/take down, tech and equipment needs, etc.
- Solicit and monitor leads for Special Events based on revenue and attendance goals
- Manage assigned revenue and expense budgets
- Coordinate with the Programming Department to schedule private programs, tours, and activities
- Follow-up with special event customers to determine satisfaction
- Inventory, manage and maintain all special events equipment (ie: dishes, flatware, decor, tables, chairs, etc.)
- Work with marketing and other departments to promote internal special events
- Serve as a liaison between departments and the Cafe and oversee all payment for services when in-house food and beverages are required for an event (such as a Board Meetings)
- Keep web pages related to events up to date
- Learn how to operate event related a/v equipment (ie: theater, podium, speakers, etc.)
- Promote and manage the free community event application process with Senior Staff
- Perform other duties as requested

Organizational Relationships:

- Reports to Development Director/s
- Supervises assigned volunteers, event staff, and outside vendors
- Collaborates with various levels of Staff, Board, Visitors, Members, and Volunteers

Qualifications:

- Demonstrated success in the development, management, and execution of small- and large-scale events
- Solid writing and speaking ability and strong interpersonal skills with an emphasis on persuasion and proactive action
- Demonstrated time management skills and detail-orientation
- Analytical and report writing skills
- Access and employ job related computer software (ie: Google Docs/Drive, Blackbaud Altru, Microsoft Office, Shopify, Xtrulink) at an effective proficiency level
- Accuracy, timeliness and strong organizational skills are essential
- Works independently with limited supervision
- Highly adaptable and comfortable with constant change
- Adept at correspondence and other required materials in support of development activities
- Well organized with a strong detail orientation and penchant for action
- Customer service orientation and mindset

Experience & Education:

- High School Diploma or equivalent
- Special events experience preferably in a museum, attraction, or resort setting.

Work Schedule:

- Includes weekend, evening, and holiday work
- Typical work week: Wednesday - Sunday with flexibility when balancing events and other TWC engagements

Physical Demands:

While performing the duties of this job, the employee is regularly required to communicate professionally in person, over the telephone, through email and other electronic means; move about their work area, between buildings and the campus grounds; handle various types of media and equipment, move tables, chairs and other event equipment; and visually or otherwise identify, observe and assess. Requires year-round outdoor work on our 115 acre campus including the ability to lift and move tables, chairs, cases of beer/wine and event equipment as needed.

Compensation & Benefits:

- Pay Range: \$35,000 - \$45,000 annually (based on experience)
- Comprehensive benefit package including medical, dental, supplemental and life insurance plans, health savings account, SIMPLE IRA retirement, employee assistance program
- Paid vacation, sick/personal time, and holidays
- Possibility of flexible scheduling and some remote work depending on department needs
- The opportunity to work with 50 species of live exhibit animals, trails across a 115 acre campus located along the Raquette River and in a new interactive climate solutions exhibit.
- Access to regional reciprocity pass for employees to receive free or reduced admission to area museums or attractions
- Professional networking opportunities with leaders in the tourism and hospitality field
- The Wild Center strives to create an environment where our team thrives both personally and professionally. While life on the job can move at a fast pace, we appreciate the times we can slow down. Whether it's sharing stories over a staff potluck, being wowed by cool science facts, or taking a break during a meeting to view a cute animal - we make time to grow together as a community.

To Apply:

Open our [Event Coordinator Application](#) or go to www.wildcenter.org/careers to access the job description and application link. Attach a resume and cover letter within the application form. Address the following in your cover letter:

- Describe your experience with coordination and management of events

The Wild Center is an Equal Opportunity Employer. We have a strong dedication to diversity in our community and in the people and groups with which we work. For technical issues email careers@wildcenter.org.