

# AMERICA'S CAR MUSEUM®

# Currently Seeking Candidates For

# EVENTS COORDINATOR

REFERENCE JOB# W.1000
OPEN: 02/27/13
CLOSES: WHEN FILLED

EFFECTIVE DATE: 02/27/13 DEPARTMENT: Events

FLSA CLASS: Administrative Exempt DRIVING CLASS: Required

FTE STATUS: <u>1.0 (Full-time)</u>

REPORTS TO: Sales Department Manager

**SUPERVISES:** Event Volunteers

### **GENERAL SUMMARY:**

The Events Coordinator is responsible for the coordination of all operational aspects of ACM/private events and for assuring that all events are executed within contractual parameters and in a professional and efficient manner. The Events Coordinator originates, guides, and facilitates the development, implementation, and execution of all events held at ACM, in alignment with organizational objectives and goals. Responsibilities include: Driving event initiatives; Establishing and implementing best practices; Coordinating client vendor choices and event details; Contracting with selected vendors; Maintaining event timelines, Enforcing ACM's event policies and procedures; Maintaining and updating event data base; Providing vendor assistance; Initiating event collaboration and communication between departments and external agents; Requisitioning volunteer support; Providing volunteer event specific training; and, Assisting in the planning and coordination of ACM promotional events. This position requires the ability to utilize discretion to make decisions in support of the organization's objectives and departmental goals, the skills to manage volunteers effectively, and the ability to work independently under minimal supervision and general instructions to fulfill the responsibilities described herein.

This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. To perform the job successfully, an employee must perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Evening, weekend and holiday work is required as the Event Coordinator is expected to be onsite the day of the event to oversee set-up, troubleshoot problems, supervise volunteers, and provide client and vendor assistance.

## **OUALIFICATIONS:**

The incumbent for this position must be at least 21 years of age and possess an AA degree in Hospitality, Business Administration, Communications, or relevant field PLUS 2 years' experience in event coordination, events planning, catering, or closely related field. Additional relevant experience may substitute year for year for the educational requirements.

### Additionally, the incumbent must possess:

- 1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;
- 2. A valid driver license and the ability to drive a personal vehicle for business purposes;
- Demonstrated teamwork skills;
- 4. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
- 5. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude;
- 6. A track record of providing high levels of customer service;
- 7. Strong organizational skills and a high level of attention to detail;
- 8. A proven ability to multi task and prioritize competing tasks while meeting deadlines;
- 9. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socioeconomic groups, and personality types;
- 10. The able to critically analyze and resolve quantitative, logistical and spatial problems;
- 11. Intermediate knowledge, skills, and ability in M.S. Word, Excel, and Outlook;
- 12. The ability to lift and carry up to 50lbs. periodically;
- 13. The ability to understand and effectively communicate in the English language, verbal and in written and form;
- 14. The ability to use a work on a computer for extended periods of time, regularly use office machinery, frequently bend, kneel, twist, manipulate objects with fingers, hold, grasp, stand for long periods of time, read and interpret contracts and instructions, and communicate clearly both verbally and in written form.

#### WORKING CONDITIONS:

- 1. Regular exposure to an office environment;
- 2. Regular exposure to a combination commercial retail, commercial food, and outside environments;
- 3. Periodic exposure to outside work environment, which is conducted in varying weather conditions.

### **APPLICATION INSTRUCTIONS:**

To apply for this position, submit all application materials as follows:

- 1. Cover letter (include specific Reference Job #: W.1000)
- 2. Resume
- 3. Salary History (may be include as part of resume)
- 4. Professional references (minimum of three)

Email all application materials to <a href="https://example.com/HR@LeMayMuseum.org">HR@LeMayMuseum.org</a>

Or

Fax to 253-779-8499

LEMAY – AMERICA'S CAR MUSEUM is an equal opportunity employer