

**Ella Sharp Museum
3225 Fourth Street
Jackson, MI 49203**

Position: Event Coordinator

Reports to: Director of Operations

Type of position: Exempt

Hours: Full time (40 hours)

Benefits: Eligible for Health, Vision, and Dental and Paid Time Off

Compensation: \$15-20/per hr. based on experience

The Event Coordinator is a support-level position reporting to the Director of Operations. The Event Coordinator is responsible for promoting, coordinating, and conducting the museum venue for rental events including weddings, Bridal and Baby shows, Birthday parties, corporate events, luncheons, internal events such as the Art Beer and Wine Festival, donor and member events, Board Meetings, and special occasions. The Event Coordinator works to meet and exceed budgeted revenue goals for all rental events and must work within the approved budget. This position includes an exciting mix of sales, promotion, customer service, and logistics. Must be available nights, weekends, and holidays as needed.

Under the supervision of the Director of Operations, the Event Coordinator works with the staff and executive staff in developing, planning, and executing the Ella Sharp Museum's events, rental events, festivals, etc.

Key Attributes

- A motivated and dynamic individual
- Experience in event and festival planning and sales
- Strong time management and customer service, and creative problem-solving skills
- Exceptional organizational skills, a keen attention to detail
- Works well under pressure
- Some accounting experience needed
- Bartending experience/Bar knowledge and regulations. Serve safe or Michigan TIPS certification preferred
- Experience in the not-for-profit environment preferred
- Strong interpersonal skills and the ability to effectively lead a combined team of staff and volunteers.

Responsibilities

- Promote and sell the museum as a rental space which includes, but is not limited to the Community Room & Patio, Granary and Patio, Planetarium, Ella's Farmhouse, and other spaces as needed/available
- Serve as the primary contact for all event inquiries, respond to inquiries, meet with potential clients, and complete contracts/invoices
- Prepare and track contracts, room deposits, expenses, and payments
- Outreach to and coordination with wedding planners, corporate meeting planners, caterers, and other vendors
- Manages all aspects of the museum's liquor license including alcohol ordering and inventory, bartender hiring and scheduling

- Ensure adequate event staffing, represent museum at events as necessary
- Other duties as assigned
- All staff are expected to be available to work a flexible schedule that may include evenings and weekends.

Education:

- Minimum of High School Diploma or GED

Experience:

- Event experience required
- Some management experience preferred
- Ability to work well with others throughout the organization

The position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend, and reach above and below shoulder level, and lift/carry 25lbs. This position involves frequent repetitive motion (typing, filing, etc.) The noise level in the work environment is variable and unpredictable, ranging from quiet to loud. Reasonable accommodations may be made to enable individuals to perform the essential functions. All job applicants receive equal consideration for employment.

About the Ella Sharp Museum

The Ella Sharp Museum, founded in 1965, offers programs, exhibits, and experiences preserving community history, advancing art appreciation, and understanding, connecting children with science, art, and history. Our campus includes the Hadwin Center with exhibit galleries, program spaces, offices, and studios; the Merriman Sharp Farmhouse, a one-room schoolhouse, a log cabin, barn and other historic structures; and the Hurst Planetarium. Our mission focuses on providing opportunities to connect our community with history, the arts, and science. We received our American Alliance of Museums accreditation in 1978 and have been reaccredited twice. One of the first small museums in the country to receive such distinction, the Ella Sharp Museum is one of only 38 accredited institutions in the State of Michigan.