



## **Job Description: Event Coordinator**

Reports To: Director of Visitor Experience &  
Events

Classification: *Full-Time; Non-exempt*

Department: *Visitor Service & Events*

Location: *3225 Fourth St. Jackson, MI*

Supervises: *N/A*

Salary range: *\$16-\$19 per hour*

### **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, and connecting children with science. Our 6-acre campus includes the Hadwin Center with exhibit galleries, program spaces, offices, and a museum store; the Merriman Sharp farmhouse, a one-room schoolhouse, a log cabin, two 19th century barns, and other historic structures; and the Hurst Planetarium. Our mission focuses on honoring Ella Sharp's legacy by creating engaging experiences that inspire curiosity, foster learning, and strengthen our connection to the greater community.

### **About this Position**

The Event Coordinator supports the planning, coordination, and execution of events held at Ella Sharp Museum. This position assists with weddings, showers, birthday parties, corporate events, luncheons, internal museum events, donor and member gatherings, meetings, community programs, and other special occasions. The Event Coordinator plays an important role in supporting earned revenue through room rentals, special events, and strong client service. This position works closely with the Director of Visitor Experience and Events, museum staff, vendors, and clients to ensure events are organized, welcoming, and aligned with the Museum's mission and standards.

**Key Responsibilities:**

- Serve as a primary point of contact for event and rental inquiries, client communication, space tours, and follow-up.
- Promote and market the museum as a rental venue, including the Community Room and Patio, Granary and Patio, Planetarium, Ella's Farmhouse, and other available spaces.
- Support the booking process, including contracts, deposits, invoices, payments, calendars, and event files.
- Coordinate with wedding planners, corporate clients, caterers, bartending vendors, rental companies, entertainers, and other event partners.
- Assist with event planning, setup, execution, cleanup, and room reset for rentals, internal events, fundraisers, donor and member gatherings, meetings, and community programs.
- Help ensure event spaces are clean, prepared, welcoming, and ready for guests.
- Track event details, expenses, payments, supplies, and follow-up items in museum systems.
- Assist with front desk, visitor services, gift shop, and planetarium coverage as needed.
- Open and close the museum for events when needed.
- Maintain a flexible schedule based on event needs, including evenings, weekends, and occasional holidays.
- Perform other duties as assigned.

**Compensation and Benefits:**

- Hourly range: \$16-\$19 per hour.
- Paid Time Off and 12 Paid Holidays.
- Health Insurance.
- Dental and Vision Insurance.
- 403(b) retirement plan.

**Desired Qualifications:**

- Minimum of 1 year of experience in event management, event assisting, hospitality, venue coordination, or a related role required.
- High School diploma or equivalent required; Associate degree preferred.
- Event Management certification preferred but not required.
- Strong customer service, communication, computer and interpersonal skills.
- Excellent organization, time management, and attention to detail.

- Ability to establish priorities, balance multiple activities, and work under pressure with diplomacy, tact, and courtesy.
- Comfortable working with clients, vendors, staff, volunteers, and the public.
- Microsoft Suite experience and ability to learn new database, event, finance, or IT software.
- Must pass a background check.

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend, reach above and below shoulder level, and lift/carry 50 lbs. The noise level in the work environment is variable and unpredictable, ranging from quiet to loud. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. All job applicants receive equal consideration for employment.