



## JOB POSTING

**Position:** Events Coordinator  
**Pay:** Hourly \$15 - \$17 DOE  
**Status:** 0.5 FTE

### Summary of Position:

The Events Coordinator position assists in coordinating and executing both internal events programming and after-hours private event rental. Events Coordinator is responsible for working with the Events Manager and Catering Manager to successfully plan, set up, monitor, and tear down events. Events Coordinator will work closely with different museum departments to put on internal events, and will support administrative work of Events Manager and overall facility rental program.

Ideal candidates will have a flexible schedule and be able to critically think under pressure during events. Priority hiring will be given to individuals with maximum availability.

The Events Coordinator opportunity is a non-exempt and part-time position. Schedule and hours to be worked by the Events Coordinator are dependent on the museum-wide events schedule and may vary widely. Applicants should expect between 20 and 25 hours per week. It is anticipated that up to 15 hours per week will be spent planning logistics and communicating with internal contacts as well as private event clients and vendors, and the rest of the time on start-to-finish execution of the functions. Schedule will shift depending upon the frequency of events, setup, cleanup, and other event needs, schedules will include nights and weekends.

The Events Coordinator will directly report to the Events Manager.

### Responsibilities:

- Coordinate all event set-up, using and troubleshooting AV equipment such as microphones and projectors, furniture, rental items, and other equipment
- Anticipate event needs based on expected guest count, difficulty of event set up, client requests, and other unexpected needs
- Resetting museum spaces to their daily operating layout after events
- Serve as positive lead and provide quality customer service for all events
- Follow instructive timelines and event details as provided by the Events Manager
- Update the TAM Events Calendar and other software tools with event logistics details
- *Perform other duties as assigned.*

### Qualifications:

- Provide at least two references who can verify reliability and judgment
- Proficient in Microsoft Outlook and Microsoft Word
- Ability to perform well in a fast-paced environment

- Friendly, customer service, and safety-oriented personality
- Exhibit an awareness and sensitivity to cultural and other differences when working with partner organizations, volunteers, vendors, museum staff, and the general public
- Able to manage multiple projects/tasks and remain flexible under pressure

**Travel, Working Conditions, Physical Requirements and Environment include:**

- There is a regular need to stand, stoop, and walk for long periods of time
- Frequently reaches with hands and arms and uses hands and fingers to handle and lift objects (up to 50 pounds)
- Continuously exchanges information through listening and talking with staff, volunteers, and individuals in the community
- Some work may be occasionally performed outside where employee is subject to adverse weather conditions

**To Apply:**

- Send resume and cover letter indicating why you'd like to work at TAM to [jobs@TacomaArtMuseum.org](mailto:jobs@TacomaArtMuseum.org)
- Include "Events Coordinator\_FIRST NAME\_LAST NAME" in the subject line
- No phone inquiries, please

Resume review will begin immediately. Position is open until filled.