

**Job Title: Events Coordinator**

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**Division:****Department:****Classification/FLSA Status:** Non-exempt**IWC Wage Order:** 4**Prepared By:** Administration**Approved By:** Administration**Date Reviewed:** June 2022**Job Description**

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**Summary**

The March Field Air Museum displays one of the largest collections of military aircraft on the West Coast. Staffed by more than 100 volunteers and 13 full and part time employees, the museum strives to be a positive participant in its community and is accredited by the American Alliance of Museums.

**Reports To/Supervision Received**

- Reports to the Museum's Director of Operations

**Overview, Essential Duties and Responsibilities**

The Events Coordinator at the March Field Air Museum is a Full-Time position responsible for overseeing rental uses of the Museum's unique venues for private parties, business meetings and receptions. The museum itself produces several fundraising/'friend-raising' events each year. The Events Coordinator oversees all aspects of rental and in-house special events: client relations, event bookings, coordination and implementation of events, inventory control, staffing, and cost control and accounting.

- Maintain website events rental pages
- Monitor and log emails and phone calls to ensure timely responses to client inquiries
- Maintain positive working relationships with vendors
- Maintain related supplies such as tables and chairs in good order with regular inventories taken
- Bring requested purchases and other needs to your supervisor's attention in advance
- Schedule and conduct on-site client and vendor meetings as needed
- Maintain checklists of all desired services, timing, expected guest counts, etc. Ensure written contracts are completed and returned in a timely fashion
- Ensure insurance coverage in place and/or any additional client/vendor needs are met well in advance
- Provide feedback via email/phone to clients and vendors to ensure shared understanding
- Schedule volunteer help for each event as appropriate
- Ability to work hands-on to set-up, organize and tear-down event equipment
- Ability to stand for long periods of time
- Ability to lift up to 40 lbs.
- Ensure volunteers are briefed fully on the particulars for each event
- Ensure vendors are prepared to deliver all services contracted by client
- Have a clear decision-making triage in place for onsite staff in case of unforeseen needs
- Follow up with clients and vendors to ensure expectations are met

- Manage and execute each event from beginning to end
- Collect and organize data for each event as to staffing needs, vendors, client needs, and costs
- Provide Director of Operations with rental events cost accounting on monthly basis

### **Competencies**

- Have experience with venue rentals, preferably in a non-profit museum, university or similar setting
- Enjoy working with clients and vendors to schedule and support unique rental events
- Collaborate with museum staff and volunteers to support internal events as needed
- Monitor other rental venues to understand the museum's relative strengths and weaknesses
- Take an interest in actively marketing the museum as a venue within the region
- Have the ability to work a flexible schedule as needed to prepare for and support events
- Work well with staff and volunteers as co-workers, and also community-focused board members
- Strive to research, find, and implement best practices for nonprofit museum rental venues
- Understand the role of venue rentals in supporting the museum's revenue generation goals
- Have a working knowledge of standard accounting practices
- Have a "can-do" attitude and function well under pressure

### **Supervisory Responsibility**

- Supervises volunteers

### **Qualifications**

#### **Required Education and/or Experience**

- Associate's Degree (B.A. preferred) or equivalent experience/training

#### **Skills Required**

- Demonstrate good time management skills
- Demonstrate well-developed business management skills and the ability to problem-solve
- Be proficient in the use of Microsoft Office Suite
- Have experience with, or a willingness to learn, social media apps and strategies
- Be a quick learner with other electronic software and apps
- Have excellent oral, written and personal communications skills

#### **Certificates, Licenses, Registrations**

- Possess a valid California driver's license

#### **Physical and Mental Demands**

- Standing for extended periods of time
- Frequent bending/stooping
- Ability to lift and/or carry at least 40 pounds

#### **Possible Succession**

**Acknowledgment**

I acknowledge receipt of this job description. I understand that the nature and scope of my duties and responsibilities, as well as the Museum's expectations, are more comprehensive than what is incorporated in this document. Furthermore, I understand and agree that my employment with March Field Air Museum is not for a specified term and is at the mutual consent of the Museum and myself. Accordingly, either the Museum or I can terminate the employment relationship at-will, with or without cause or notice, at any time.

**MANAGER'S SIGNATURE**

**EMPLOYEE'S SIGNATURE**

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Signature

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Signature

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Print Name

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Print Name

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Date

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Date