*Are you passionate about history and bringing it to life?*

*Maplewood Area Historical Society is the place for****you!***

**Event Coordinator (part-time)**

The mission of the Maplewood Area Historical Society is to continue to bring the vibrant history of the Maplewood area to life at our historic Bruentrup Farm.

As the need for our services grows and becomes increasingly complex, MAHS continues to meet the needs of the community. We respond in three ways – bringing history to life through education, community outreach, and events (both mission-based and non-mission based.)

**WAGE RANGE:** A base of $15.00/hour, with 17% commission on all site rentals (Depending on execution, position may be made full-time.)

**JOB SUMMARY:** *MAHS is seeking a self-motivated dynamic individual who is dedicated and detail-orientated to work as its Events Coordinator for non-mission-based site rentals.*

This position will be responsible for marketing our historic farm as a unique and exciting venue for weddings, corporate events, and other gatherings, utilizing social media, websites, trade fairs, and other forms of outreach.

They will execute closing procedures on all event inquiries and/or leads and ensure response times are adhered to and that business is being closed at a high level of execution.

After business is booked/closed, they are responsible to ensure that all arrangements and requirements are gathered with the function host prior to function and that they are available on the day of the event to ensure that the event is executed to the expectations of the host according to what was agreed upon.

This is done by completing a detailed run of show outline in order to gather guests’ requirements, determine proper set up, audio visuals, timeline and also give attention to any special guest needs, while also assuring that the assistant site coordinator and Executive Director are aware and ready to execute alongside you.

Finally, complete the business closeout procedure with the host and initiate the referral process to generate future business.

**ESSENTIAL FUNCTIONS:**

Marketing:

* Working with Communications Volunteer on the direction/message of marketing collateral.
  + Assist Communications Volunteer in the creation of new marketing ideas that will drive new traffic for site rentals.
* Interviews new and existing media and signage vendors and analyzes processes which are best suited for organizational objectives. Obtains and analyzes price quotes, reviews, and recommends courses of action to drive non-mission-based site rentals.
* Buy media, traffic artwork and ensure successful delivery of ads
* Assesses and updates all community signage and sales center collateral.
* Coordinates/updates all sales subscriptions/dues/awards with Executive Director

Sales:

* Respond to inquiries and leads in a timely manner and per business guidelines:
  + Respond to inbound leads assigned to them.
  + Response time should be within 24 hours of initial receipt of contact.
  + All inquiries must be responded to with professional service etiquette.
* Role once business is booked, prior to the event:
  + Complete and communicate in a timely manner the run of show outline for onsite events in conjunction with the Assistant Site Coordinator and the Executive Director
  + Study requirements of all booked events to familiarize and ascertain the possibility of upselling additional services.
  + Procure anything needed for the event - In charge of signage and scheduling of required staff to service the event.
  + Call/email customers to remind them before for cut-off dates and to confirm details of the event.
  + Work with the Executive Director and Assistant Site Coordinator at all times and assist in carrying out special requirements and duties necessary in adding to the guest’s general comfort and wellbeing.
* Weekly management meeting attendance to obtain feedback plan for upcoming events.

Event Coordination:

* On site for all non-mission-based events, unless previously requested off, in which case duties are delegated clearly.
* Upon arrival greeting guests and getting them set up on event day, this position requires onsite presence in the form of working the event (site setup, clean up, being a runner, etc.….) for the day to ensure that the client has everything they need. (Generally, the site coordinator works the 1st shift, and the assistant site coordinator comes in for the 2nd shift.)
* Will be a concierge to the party, ensuring party goes off without a hitch.
* Institute the referral program both during and at the conclusion of the event.

Other:

* Provide monthly reports to the MAHS Board of Directors
* Other non-mission-based duties as assigned.

**MINIMUM QUALIFICATIONS/EXPERTISE:**

* At least two years’ experience in sales and event coordination
  + Experience with wedding sales and coordinating preferred.
  + Experience working at a historic site preferred, but not required.
* Valid Minnesota Driver’s License, reliable vehicle, and current insurance required.
* Creative thinker and problem solver
* Self-motivated with persuasive, enthusiastic and customer-service oriented personality and good negotiation and organizational skills; detail-oriented aptitude.
* Excellent verbal and written communication skills for high interaction with a variety of people inside and outside of organization.
* Decisiveness and good judgment, problem-solving and analytical skills.

**JOB CLASSIFICATION:** Regular; Part-Time; Hourly/Commission; Non-Exempt

| **CPR** | **No** |
| --- | --- |
| **Driving** | **Yes** |
| **Operating specialized machinery (additional assessment may be required)** | **No** |
| **Walking or standing > 2 hours/shift** | **Yes** |
| **Lifting up to 25lbs without assistance** | **Yes** |
| **Lifting up to 50lbs without assistance** | **No** |

Maplewood Area Historical Society is an equal opportunity employer.

Job Description Updated: 6/24/2024.

*Please note this job description is not designed to cover or contain a comprehensive listing of all functions that are required of the employee for this job.*