



# Job Description

Title: Programs and Events Coordinator

Reports to: Executive Director

Summary of Position: This position will serve as the staff lead for assigned events and programs, to manage the progress of each event/program and the relationships of staff, volunteers, performers, contractors and other interested parties associated with specific events/programs.

## Duties & Responsibilities:

- Organize all aspects of assigned events/programs including facilities/venue, décor, catering, entertainment, transportation, accommodations, invitee list, special guests, equipment and technical needs, promotional materials, etc.
- Maintain organized and up-to-date event planning records and information (spreadsheets, budgets, meeting minutes, etc.) and provide periodic progress reports and budget updates for each event.
- Coordinate with the Marketing Team regarding the marketing plan for each event.
- Coordinate with appropriate committee chairs regarding division of responsibilities related to events.
- Attend event committee meetings.
- Take inventory of materials and items needs for upcoming events and submit purchase orders to the Business Manager in a timely manner to ensure required delivery dates.
- Manage the Box Office system to ensure event tickets are ready for release at the chosen date and monitor ticket sales on a regular basis.
- Develop the overall schedule for day-off events, including any staff or volunteer roles needed and communicate to related personnel several weeks in advance.
- Communicate with the Center's volunteer coordinator regarding volunteer needs for each event, volunteer recruitment and scheduling.
- Coordinate with staff schedules to ensure all paid staffing needs are covered for each event.
- Solicit and communicate with donor/sponsors for assigned events.
- Track and report data for BMI and ASCAP.