

Program and Special Events Coordinator ~ Job Description

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Madison-Morgan Cultural Center is a non-profit, multidisciplinary history, performance and visual arts center. The Center occupies an elegantly restored 1895 Romanesque Revival building in the heart of Madison's National Register Historic District that used to house one of the first graded public schools in the Southeast.

The Cultural Center presents 30-35 programs a year including Mainstage performances, Student Series, community events, lectures, and gallery openings.

Overview and Job Summary:

The Program and Special Event Coordinator's main responsibilities include project management, execution, coordination of the yearly fundraising events, including the Antique Show and Spring Tour of Homes, and assisting the Director of Programming with project coordination. The Project Coordinator will serve as the point person for assigned projects and will manage relationships of staff and volunteers associated with specific programs.

The ideal candidate will have exceptional communication (both written and verbal) and interpersonal skills as well as a strong understanding of event management and marketing strategies.

Abilities, Skills and Qualifications:

- Creative self-starter with the ability to organize, establish priorities and manage multiple assignments
- Serve as primary point of contact for project team
- Organization skills and detail orientation
- Proactive, ability to work autonomously to resolve issues
- Team player with excellent communication and organization skills
- Foster strong relationships
- Comfortable with a high degree of exposure to the public
- Confident communicator
- Data collection and reporting
- Ability to organize online and paper files
- Event day-of planning
- Donor thank yous and acknowledgements
- Solicit volunteer support and coordinate volunteer schedules
- Help maintain and supervise marketing timeline

Job Type: Full time. Some evening and weekend events

Experience: Event Coordination, Marketing, Project Coordination, Project Management, Administrative, Customer Service