



SPECIAL EVENTS COORDINATOR POSITION DESCRIPTION / MARCH 2018

Organization Mission

Engaging the community through art and nature

Organization Description

Laumeier Sculpture Park is one of the first and largest dedicated sculpture parks in the country. Laumeier is an internationally recognized, nonprofit arts organization that is accredited by the American Alliance of Museums and operates in partnership with St. Louis County Parks. Laumeier presents 60 works of large-scale outdoor sculpture in a 105-acre park located in the heart of St. Louis County. Free and open daily, Laumeier serves 300,000 visitors of all ages each year through sculpture conservation, education programs, temporary exhibitions and public events.

Position Overview

The Special Events Coordinator assists with the execution of Laumeier's Annual Art Fair on Mother's Day weekend and other events hosted by the Park. This position also coordinates the organization's facility rental program, including weddings, corporate parties and other private events. The Special Events Coordinator is a part-time, permanent position (20–29 hours per week) that reports to the Special Events Manager and requires flexible evening and weekend hours.

Education + Experience

- Bachelor's degree required
- Experience in wedding planning preferred
- Nonprofit work experience preferred
- Experience in special events planning, fundraising and relationship building

Qualifications + Skills

- Excellent communication skills, both written and oral
- Excellent organizational skills, with a particular ability to prioritize projects and keep multiple initiatives moving forward simultaneously
- Ability to pay close attention to detail, while also keeping the big picture in mind
- Ability to work independently and as part of a team
- Ability to "think on your feet" and react quickly, effectively and calmly to unexpected changes
- Possession of leadership skills and negotiation skills
- Proficiency in the Microsoft Office suite of programs
- Basic graphic design experience required
- Comfortable working with a variety of people, including internal staff and volunteers, external vendors and clients, and the general public



Duties + Responsibilities

- Assist with the planning and coordination of Laumeier-hosted special events, including the Annual Art Fair on Mother's Day weekend, The Big Dinner in September and more
- Serve as the point person for Artist Relations for Laumeier events, including maintaining an artist database, monitoring artist applications, communicating with artists, administering surveys, organizing and maintaining files, and cultivating relationships with artists year-round
- Oversee on-site staff, volunteers and Artist Relations processes during events
- Assist with gathering supplies, soliciting donations and filling needs for events
- Assist with vendor relations and equipment rentals for all events
- Serve as the on-site coordinator for Laumeier's event rental program as necessary (requires the ability to work flexible evening and weekend hours)
- Respond to inquiries for the event rental program, including conducting site visits and planning meetings
- Assist with planning and maintaining schedules and deliveries for event rentals
- Provide graphic design support to the Special Events Department, including event layouts and diagrams
- Organize and clean event supplies; maintain event storage and inventories
- Collaborate and maintain a good working relationship with our operating partner, St. Louis County Parks
- Attend meetings and work exhibition openings and other events as required
- Provide occasional administrative support as required
- Perform other related duties as required and additional duties as assigned

Physical Demands

- Ability to lift and carry up to 40 lbs.
- Ability to stand, walk, bend, stoop and reach for long periods of time
- Must be able to work outdoors at events

Salary Range

\$15 per hour, 20–29 hours per week

Application Instructions

Interested candidates should submit a cover letter and resume to Scott Layne, Special Events Manager, at slayne@laumeier.org. No phone calls, please.

Application Deadline

April 20, 2018