

Special Events Coordinator

The History Center of Olmsted County is looking for a Special Events Coordinator to help us develop, plan, and implement a busy calendar of activities at the History Center, Maywood Mansion, and other locations. The successful candidate will work with staff, board members, and volunteers to generate earned income and brand awareness through special events and community outreach. Creativity, initiative, organizational skills, and tenacity are a must to be successful in this position.

The Special Events Coordinator will report to the executive director but must work collaboratively and collegially with all staff, as well as volunteers and board members. Strong communication skills are needed to ensure alignment across the organization.

The Special Events Coordinator will develop, sequence, and manage the pre-event timeline, work with the executive director and board members to secure financial and in-kind sponsors, coordinate the involvement of volunteers and oversee event execution. Post-event, this individual will be responsible for evaluating the event quality and return on investment, where appropriate, and producing a financial analysis of the event.

Specific responsibilities include the following:

Event Development and Administration:

- Working with other staff and board members, and from the History Center's strategic plan, to annually develop a calendar of events for the upcoming year.
- Organize and participate in committee meetings, strategy sessions and specific tasks related to successful event implementation.
- Logistically prepare for each event, including but not limited to event staging, promotion, entertainment, speakers, venue, and refreshments. This includes assigning roles and tasks for staff and volunteers.
- Manage and oversee events on the day of, including problem solving, welcoming guests, directing event set up, communicating with and managing event volunteers and staff, organizing vendors and managing take-down.
- Ensure evaluation of event activities and identify opportunities to improve results.
- Assist in creation of sponsorship proposals and marketing materials.
- Assist executive director in researching and soliciting current and prospective sponsors.
- Manage relationships with event vendors.

Financial Management:

- Develop financial goals for each event and a corresponding plan to meet these events.
- Manage expenditures in a manner that maximizes both event quality and financial return-on-investment.
- Work with accountant to issue invoices and collect payments in a timely fashion, focusing on donor/sponsorship stewardship.
- Work with accountant to create comprehensive financial reports regarding profitability of events.

Volunteer Management:

- Coordinate, support, and train special event volunteers.
- Lead other staff in developing, coordinating, and implementing volunteer stewardship events.

Qualifications

- Bachelor's degree in marketing, communications/PR, theatre arts, history or related field.
- Must have two years of successful event coordination preferably with a nonprofit organization.
- Highly energetic and positive individual with excellent attention to detail and follow-through; ability to work under pressure, meet deadlines, achieve goals, prioritize and manage multiple tasks, and work within a budget.
- Team player who is self-motivated and enthusiastic and willing to generate new ideas and strategies that help build a compelling, profitable special event program.
- Creative thinker who brings new ideas and fresh perspectives; and meets challenges with innovation and resourcefulness.
- Strong desire to engage, solicit, and steward event sponsors.
- Excellent oral and written communication skills.
- Proficiency in Microsoft Office suite and database management.
- Must have transportation, including a valid driver's license and car insurance.
- Ability to work evenings and weekends.

The Special Events Coordinator is a fulltime position. Compensation is \$35,308 with health, dental, and vision benefits.

EEO/AA Employer

To apply, email a cover letter, resume, and three professional references to execdirector@olmstedhistory.com.