

<b>Job title</b>	<i>Events Coordinator</i>
<b>Reports to</b>	<i>Executive Director</i>
<b>Classification</b>	<i>Full-time Salary Non-Exempt</i>

**Job purpose**

The Events Coordinator will further the mission of the Art Association by planning and managing events. Events represent significant fundraising revenue for the organization. They will help ensure the target audience is engaged and the message of the event is marketed properly. They will help ensure strategies are successfully implemented to meet and exceed annual revenue goals as well as maintain the Art Association of Jackson Hole’s relationships, brand, and mission.

**Duties and responsibilities**

- Responsible for all elements and logistics of fundraising and building events; including event permitting, vendor selection, catering, programming, volunteer trainings, development of timelines, venue layout, and troubleshooting event logistics
- Ability to communicate effectively with vendors, town, staff, etc. regarding the event logistics
- Capture attendee data/trends; help create donor pipeline
- Create event debriefs and surveys; analyze results carefully
- Ensure correct marketing and public relations strategies are in place
- Research systems utilized at the events to ensure the events run smoothly
- Prepare reports and presentations as needed

**Qualifications**

- Bachelor’s degree (B.A./B.S.) in related field
- 1-2 years related experience
- Commitment to excellence; high level of accountability
- Excellent written and oral communication skills
- Strong organizational, problem-solving and analytical skills
- Strong attention to detail, organization, and planning multiple events in advance
- Passion, enthusiasm, focus, creativity, positive outlook
- Proficiency on Apple operating systems, Microsoft Office suite, Google products

**Working conditions**

Salaried nonexempt employees receive a salary rate for a fixed number of hours. However, when they exceed the fixed number of hours and work more than 40 hours in a week, they receive overtime compensation. A non-exempt employee is entitled to pay at the rate of one and one-half times their regular rate of pay for any hours worked in excess of 40 hours a work week.

**Physical requirements**

Ability to perform sedentary work. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone. Ability to lift, push, and pull up to 75 pounds. Ability to stand and walk for long periods of time. Ability to work outside in rain, wind, cold or heat. Ability to operate large box truck, as well as load and unload heavy events material.

<b>Approved by:</b>	<i>Jennifer Lee</i>
<b>Date approved:</b>	<i>4/18/2024</i>
<b>Reviewed:</b>	<i>4/18/2024</i>