

## **Job Title: Museum Events Coordinator**

**Location: Great Smoky Mountains Heritage Center, Townsend, Tennessee**

**Position Type: Salaried, Full-time**

**Salary: \$50,000/year**

### **Job Summary:**

The Museum Events Coordinator is responsible for planning, coordinating, and executing a variety of events at The Great Smoky Mountains Heritage Center. This role involves working closely with various departments to ensure seamless event operations, enhance visitor engagement, and promote the museum's mission. The Events Coordinator will oversee all aspects of event planning, including logistics, budgeting, marketing, and staff and volunteer coordination.

### **Key Responsibilities:**

- **Event Planning and Execution:** Plan, organize, and execute a variety of events, including exhibitions, lectures, workshops, fundraising events, and community outreach programs.
- **Collaborative Coordination:** Work with museum curators, educators, marketing teams, and other staff to ensure cohesive and well-integrated event programming.
- **Budget Management:** Develop and manage event budgets, monitor expenditures, and prepare financial reports.
- **Logistics Management:** Coordinate event logistics, including venue setup, catering, audio-visual requirements, and vendor contracts.
- **Marketing and Promotion:** Develop and implement marketing strategies to promote events, including social media campaigns, press releases, and email newsletters.
- **Volunteer Coordination:** Recruit, train, and manage volunteers to assist with event setup, execution, and teardown.
- **Guest Relations:** Ensure exceptional visitor experiences by providing excellent customer service and addressing any issues or concerns during events.
- **Post-Event Evaluation:** Gather feedback from participants, analyze event outcomes, and make recommendations for future improvements.

## **Qualifications:**

- **Education:** Bachelor's degree in event management, hospitality, museum studies, or a related field.
- **Experience:** Minimum of 3 years of experience in event planning, preferably in a museum or cultural institution setting.
- **Skills:**
  - Strong organizational and multitasking abilities.
  - Excellent communication and interpersonal skills.
  - Proficiency in social media, Point of Sale systems, and online ticketing platforms.
  - Ability to write detailed proposals, reports, and grant applications.
  - Creative, flexible, and able to handle unexpected situations.
- **Knowledge:**
  - Familiarity with museum operations and educational programming.
  - Understanding of the history and culture relevant to the museum's mission.
- **Abilities:**
  - Ability to work irregular hours, including evenings, weekends, and holidays.
  - Capable of working both independently and as part of a team.

## **Working Conditions:**

- **Schedule:** Full-time, including occasional evenings, weekends, and holidays as required.
- **Physical Requirements:** Ability to lift and move event-related equipment and materials.

## **Application Process:**

Interested candidates should submit a resume, cover letter, and references to

Trevor Lanier

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by January 24, 2025

