

Job Title: Events Coordinator

Classification:Non-Exempt

Salary Grade Level / Range: \$20 - \$22 per hour

Reports To: Director of Sales & Events

Start Date: August 1

Summary / Objectives:

The Events Coordinator is responsible for supporting the successful planning, coordination, and execution of events at the National Automobile Museum. This position works closely with the Director of Event Sales and other internal departments to ensure outstanding client experiences and seamless event operations. In addition to private and internal museum events, the Events Coordinator also supports the Education & Events Manager with outreach efforts and logistics related to school programs and field trips. This role requires a highly organized, detail-oriented individual with excellent communication skills and a passion for event coordination and guest engagement.

Essential Functions:

- Collaborate with the Director of Event Sales and support staff to execute private and internal museum events.
- Complete event orders and coordinate with vendors to ensure all requirements are met.
- Finalize event details with clients and serve as their primary point of contact throughout the planning process.
- Create and manage event diagrams and layouts to ensure accurate setup.
- Coordinate staffing and volunteer needs for each event.
- Oversee event inventory and ensure all necessary materials and supplies are accounted for.
- Respond to prospective client inquiries and provide accurate and timely information on museum event offerings.
- Draft, distribute, and manage event contracts as required.
- Oversee event setup and execution, ensuring alignment with client expectations and museum standards.
- Provide logistical support for museum-led fundraisers, internal events, and promotional programming.

- Attend networking events to promote the museum's event services.
- Assist with managing and coordinating group tour and field trip bookings.
- Support the Education & Events Manager with school program outreach, scheduling, and communications.
- Serve as an onsite contact during school visits, ensuring a smooth and educational visitor experience.
- Perform other duties as assigned to support the museum's operational and event-related goals.

Competencies:

- Strong organizational and time-management skills
- Excellent attention to detail and problem-solving abilities
- Effective written and verbal communication
- Professionalism in client, guest, and vendor interactions
- Flexibility and adaptability in a dynamic event environment
- Team-oriented with leadership potential
- Proficiency in Microsoft Office and basic event planning tools

Work Environment:

This job operates in a professional museum and event setting, with frequent interaction with clients, guests, vendors, school groups, and museum staff. Weekend and evening work is regularly required based on the event schedule.

Physical Demands:

- Must be able to lift up to 25 pounds
- Prolonged periods of standing and walking during events and school programs
- Manual setup and teardown of event items such as tables, chairs, and AV equipment

Position Type and Expected Hours of Work:

This is a full-time, hourly position.

Typical schedule is Monday through Friday, 8:30 AM to 5:00 PM.

Evening and weekend availability is required to accommodate scheduled events.

Travel:

Minimal local travel may be required.

Includes off-site vendor meetings or attending networking functions.

Required Education and Experience:

- High school diploma or equivalent
- 1–2 years of experience in event planning, hospitality, or guest services
- Strong customer service and interpersonal communication skills

AAP/EEO Statement:

The National Automobile Museum is an equal opportunity employer. We are committed to creating a diverse and inclusive workplace and encourage all qualified individuals to apply.