



## EVENT COORDINATOR POSITION

The Event Coordinator is an hourly position and ranges from 10-20 hours per week, dependent on the time of year and event schedule.

Responsibilities of the Event Coordinator are:

- 1) Event sales at three properties: downtown museum at 910 N. Old World Third Street, Trimborn Farm in Greendale, and the Pabst Mansion.
  - a. See the event from beginning to end as far as the venue is responsible.
  - b. Ensuring all contracts and event records are completed and organized.
  - c. Includes showing space, vendor appointments, final walk-throughs and day-of on-site event presence.
- 2) Managing the contract event staff during rental events at the downtown location.
- 3) Management of event assistants including hiring, training and scheduling.
- 4) Assistance, as needed, at MCHS or Pabst Mansion events.
- 5) Vendor relations

Hours include nights and weekends, as needed, to be at events. The schedule is flexible but requires attendance at booked events. Salary is dependent on experience.

