



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.

Contact Mame McCully at mmccully@milwaukeehistory.net to apply.

