

The Heritage Center

Event Coordinator Job Description (Contact Heritage Center: (913) 682-2122, or Office@heritagecenter-leavenworth.com)

The Event Coordinator represents the Heritage Center in dealing with the public and shall actively foster collaborative relationships with local community leaders and businesses. The Event Coordinator must demonstrate flexibility of work schedule and the ability to organize and follow up on all designated tasks assigned to volunteer workers. The Event Coordinator reports to the Executive Director.

The Duties of the Event Coordinator include but are not limited to the following:

1. Staff the Heritage Center from 11 a.m. to 4 p.m. Monday through Friday, evening and weekend events as necessary.
2. Run the office to include but not limited to:
 - a. Take all phone calls and greeting visitors as well as persons arriving for various activities.
 - b. Prepare all materials for Heritage Center events including flyers, tickets and seating charts.
 - c. Sell tickets.
 - d. Coordinate marketing outreach including weekly Leavenworth Times and monthly Kansas City Star advertising and articles, reader boards, and expanding social media through the web site and face book.
 - e. Take an active part in planning and implementing special programs and fundraising events sponsored by the Board of Directors.
 - f. Collect all fees and categorize as to what accounts the monies are to be credited before submitting to the Executive Director.
 - g. Maintain/monitor/order all office and copier supplies.
 - h. Keep computers in operation by working with Computers, Networks & Support.
 - i. Maintain records necessary in the reporting of Music to BMI.
3. Schedule all weekday activities and weekend events.
 - a. Maintain contact lists (names and phone numbers) of all regularly scheduled weekday activity groups.
 - b. Prepare contracts for each event per the stated fee policy.
 - c. Collect deposits.
 - d. Submit a Return of Deposit form to the Executive Director for payment following a paid event.
4. Oversee the décor and arrangement of the rooms for all daily and weekend events.
 - a. Advising the Decorator of the Center on the specific needs for all daily and weekend events.
 - b. Advise the kitchen supervisor of all potential catering contracts.
5. Prepare monthly newsletter and the calendar of events.
6. Maintain a complete contact list, mailing list and email list to be used for newsletters and advertising.

Personal Qualifications:

1. Demonstrate experience and success in interpersonal relations; motivation to do the job; and the ability to produce a positive work environment.
2. Actively involved with all Social Media.
3. Evidence of detailed and follow up skills.
4. Excellent written and verbal communication skills.
5. Evidence of community involvement.
6. Able to lift at least 25 pounds and occasionally 50 pounds.
7. Able to be on their feet four to eight hours a day.

Preferred but not required:

1. Bachelor's Degree in a human service or public administration from an accredited college or demonstrated experience and self-development.
2. Previous experience in a position of supervision, planning and development.