**Events Coordinator**

FT/44 hrs per week

**Reports to:**

Chief Engagement Officer

**Job Overview:**

We’re looking for a friendly, crackerjack Events Coordinator who, under the director of the Chief Engagement Officer, will support the planning, and execution of public programming events, function rentals, and development events at Hancock Shaker Village. The Event Coordinator will be required to work some nights and weekends when the Village is open.

**Responsibilities:**

* Manage the village’s function rental program which includes weddings, conferences, private dinners and more
* Develop relationships with event vendors
* Organize and maintain the village’s event calendar
* Spearhead the execution of all public programs outside of education like Shaker Barn Music Series, Food for Thought, Country Fair and more
* Collaborate with the Chief Engagement Officer and other key staff on the planning of public programs
* Conduct research on programming ideas
* Develop and monitor budgets for each event alongside the Chief Engagement Officer
* Be the liaison to facilities staff on the needs of the events
* Create and disseminate event briefs to necessary staff
* Input and maintain the database for ticketed programs
* Coordinate additional staffing needs for each event
* Other duties as assigned

**Qualifications:**

A minimum of two years’ experience in an events related position

Solid knowledge of Microsoft Office Suite

Exceptional interpersonal and communication skills

Attention to detail with the ability to multi-task in a fast-paced environment

Previous experience working with budgets

Database experience a plus