



Public Events Coordinator Job Description

Date: April 2025

Status: Non-Exempt

Reporting Supervisor: Public Events Manager

Position Overview:

The Public Events Coordinator is a year-round, part-time employee of Stan Hywet Hall & Gardens hired by the President & Executive Director upon the recommendation of the Events Director and Public Events Manager. The Public Events Coordinator assists the Public Events Manager with all public events and is also responsible for day-to-day administrative duties of the Public Events department.

Essential Duties and Responsibilities:

1. Exhibit a professional attitude when working with the public, volunteers, and staff.
2. Demonstrate and support a culture of diversity, equity, access, inclusion, and belonging.
3. Assist the Public Events Manager with administrative duties and special assignments.
4. Assist the Public Events Manager with the planning and executing of public events with ownership/coordination of specific segments of each event as assigned.
5. Manage timelines, scheduling, logistics, and volunteer assistance.
6. Take the lead role with assigned events under the direction of the Public Events Manager.
7. Provide support in managing vendor relationships, the bid/quote process, ordering/creation of purchase orders, invoice reconciliation, expense tracking, and event supply inventory.
8. Manage event set up and tear down processes and actively participate in the physical elements involved.
9. Maintain clear lines of communication with staff and volunteers to ensure accurate event details and processes.
10. Communicate with, schedule, and assist with the recruiting and training of contracted bus drivers for events.
11. Work with other departments to help incorporate the organization's mission and historical significance into the fabric of public events.
1. Create documents in Microsoft Office programs.
12. Master the in-house software program to efficiently manage point-of-sale transactions, facility reservations, reporting, queries, and ticketing operations.
13. Create after action reports to facilitate process improvement efforts.
14. Assist the Public Programs Manager with reporting and event attendance records.
15. Participate in all Public Events.
16. Assist with the annual Gala fundraising event.
17. Other duties as assigned.



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Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Flexible work schedule including some weekends and evenings with increased hours around and on events dates.
2. Ability to handle multiple projects or tasks and be extremely detail oriented.
3. Ability to interact effectively, professionally, and courteously with visitors, staff and volunteers.
4. Ability to work both as part of a team as well as independently.
5. Strong verbal and written communication skills.
6. Proficiency with Microsoft Office.
7. Ability to learn in-house software applications.
8. Maintain a valid driver's license to operate estate golf carts and reliable transportation to assist in distribution of marketing materials and securing program supplies.
9. Ability to work outdoors in all types of weather.
10. Have a positive attitude.

Education and/or Experience:

2. High School diploma, or equivalent.
3. Some college level coursework preferred.
4. Previous administrative, customer service, or event planning experience.
5. Familiarity with and/or experience in full-cycle event management.

Usual and Customary Expectations:

1. Prolonged erect seating, on average four hours a day.
2. Approximately two hours of standing and walking in an average workday, with increased time during execution of events.
3. Ability to move approximately 30-50 pounds.
4. Ability to read small, printed material and handwritten notes.
5. Ability to effectively communicate in person and by telephone.
6. Some non-traditional hours are required.
7. Ability to operate a golf cart, training provided.
8. Occasional to frequent work outside in all weather conditions during event set-up, execution, and clean-up.



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Acknowledgement:

Employee's Signature

Date

Authorized Signature

Date