

The Sheldon Events Logistics Coordinator Job Description

The non-profit Sheldon Arts Foundation is looking for an experienced, customer service oriented professional to assist with over 150 weddings, fundraisers, corporate, and community events that take place each year.

The Events Logistics Coordinator should thrive in a fast-paced environment, be flexible enough to handle multiple and varied workloads, provide outstanding customer service, and be a positive support to the Events department.

This person should be able to meet deadlines, work well under pressure, have a strong attention to detail, and be a consummate professional.

Duties:

- Demonstrate commitment to our organization's vision, mission, and values
- Deliver excellent customer service
- Implement and set all floor plans according to each client's specifications and Events team standards
- Tear down tables, chairs, etc. following each event and contact Clients for anything left behind for pickup
- Greet and help orient Clients to building the day of event
- Proactively handle any issues that arise and troubleshoot any emerging problems the day of event
- Liaise with vendors the day of each event to ensure all items are in place.
- Ensure all bar and kitchen furnishings are fully stocked, including barware, trash cans, recycle bins, hand sanitizer, etc.
- Create vendor and production timelines for each rental event.
- Fulfill riders for artist hospitality for rental shows.
- Professionally respond to event inquiries, schedule appointments, host venue tours, and book venue
- Liaise with clients to identify their needs and to ensure customer satisfaction, addressing all needs in a timely manner
- Create timelines, floor plans, and sell additional services and upgrades
- Supervise run of event
- Negotiate rental contracts and fees with Clients

Qualifications:

- Requires strong problem-solving skills
- Must set up and tear down tables and chairs for each rental event, including moving tables, chairs, and décor items. Candidate must be able to lift up to 50 lbs.
- Excellent time management and communication skills
- Ability to manage multiple projects independently
- Requires strong attention to detail
- 1-3 years of hospitality and sales experience is required
- 1-3 years of non-profit experience is preferred.
- Microsoft Office Suite proficiency in the latest versions is required

Additional Skills:

- Ideal candidate works well under pressure while maintaining composure and flexibility, has a positive attitude, strong organizational skills, is detail-oriented, and will uphold venue policies and procedures when working with clients
- Must be willing to work in a fast-moving environment
- Ideal candidate must be able to work efficiently and professionally in a team environment but should also be comfortable working independently
- Excellent communication skills, including writing, speaking, and proofreading skills, all with high professionalism and meticulousness
- A high level of decisiveness; good planning, problem-solving, and resourcefulness
- An understanding of non-profit organizational management
- Ability and experience handling confidential information
- Must be willing to help with minor clean up as necessary for the good of the Event.
- Additional duties as assigned

Full Time: 35 Hours/week

Salary Range: \$29,000 – \$33,000, plus benefits. Additional compensation available on a per shift bases for events worked.

Standard work week: Tuesday - Saturday, 9 a.m. – 5 p.m.

Please [e-mail resume and cover letter to Rachel Bolland](#), Director of Events. No phone calls, please.