



SPECIAL EVENTS COORDINATOR POSITION DESCRIPTION / JANUARY 2022

Organization Mission

Engaging the community through art and nature

Organization Description

Laumeier Sculpture Park is one of the first and largest dedicated sculpture parks in the country. Laumeier is an internationally recognized, nonprofit arts organization that is accredited by the American Alliance of Museums and operates in partnership with St. Louis County Parks. Laumeier presents more than 70 works of large-scale outdoor sculpture in a 105-acre park located in the heart of St. Louis County. Free and open daily, Laumeier serves 300,000 visitors of all ages each year through exhibitions, education programs, and public events. Laumeier is located in Sunset Hills, MO in St. Louis County.

Position Overview

The Special Events Coordinator is a full-time, salaried, exempt position with benefits, reporting to the Director of Special Events. The Special Events Coordinator assists with the execution of Laumeier's Annual Art Fair on Mother's Day weekend, The Big Dinner gala, Laumeier After Dark, and other public events hosted by the Park. This position also coordinates the organization's facility rental program for private events, including weddings, corporate parties, and more. Laumeier is a small organization, with modestly sized departments, and team members work closely together. This position requires the capacity to work on weekends and evenings.

Education + Experience

- Bachelor's degree preferred
- Experience in event planning, relationship building, and customer service required
- Other preferred work experience includes non-profit, wedding planning and hospitality

Qualifications + Skills

- Flexible scheduling availability with the capacity to work weekends and evenings
- Excellent communication skills, both written and oral
- Excellent organizational skills, with a particular ability to prioritize projects and keep multiple initiatives moving forward simultaneously
- Ability to pay close attention to detail, while also keeping the big picture in mind
- Ability to adapt and react quickly, effectively, and calmly to unexpected changes in a dynamic workplace and event environment
- Ability to work independently and as part of a team, while being comfortable working with a variety of people, including internal staff, volunteers, external vendors, clients, and the general public



- Possession of leadership skills and negotiation skills
- Proficiency in the Microsoft Office suite of programs, with proficiency in the Adobe suite of design programs preferred

Duties + Responsibilities

- Assist with the planning, coordination and execution of Laumeier special events, including the Annual Art Fair on Mother's Day weekend, The Big Dinner in September, Laumeier After Dark in the fall, and more
- Serve as the point person for Artist Relations for Laumeier events, including maintaining an artist vendor database, monitoring artist applications, communicating with artists, administering surveys, organizing and maintaining files, and cultivating relationships with artist vendors year-round
- Oversee on-site staff, volunteers and Artist Relations processes during events
- Assist with other vendor relations, such as concessionaires, caterers, equipment rentals, entertainment, etc., for all Laumeier events
- Serve as the on-site coordinator for Laumeier's private event rental program, as necessary
- Serve as the point person for inquiries for the private event rental program, including conducting site visits, event walkthroughs, and related meetings
- Coordinate internal planning around private events, such as calendar management, administrative support, and additional duties as assigned
- Assist with planning and maintaining schedules and deliveries for event rentals
- Assist with procuring event supplies, organizing and cleaning event supplies, maintaining event storage and inventories, and filling needs for events
- Provide graphic design support to the Special Events Department, including event layouts and diagrams
- Collaborate and maintain a good working relationship with our operating partner, St. Louis County Parks
- Attend meetings and assist in planning of other Laumeier events as required
- Provide administrative support as required
- Perform other related duties as required and additional duties as assigned

Physical Demands

- Ability to lift and carry up to 40 lbs.
- Ability to stand, walk, bend, stoop and reach for long periods of time
- Must be able to work outdoors

Compensation

Compensation is commensurate with qualifications and experience.

Benefits package is competitive and includes 100% employee coverage of health, dental, vision, and life insurance starting on the first day of employment. Benefits package is valued at \$7,000 - \$12,000 per employee. Health care plan coverage is also



available to spouses, domestic partners, and dependents, with the employee being responsible for premiums.

Laumeier offers flexibility for hybrid models of remote and in-person work as well as flexible scheduling. A generous amount of PTO is granted and grows with length of employment.

Application Instructions

Laumeier is an equal opportunity employer, committed to diversity, equity, inclusion and anti-racism. Candidates of diverse backgrounds are strongly encouraged to apply. Interested candidates should submit a cover letter and resume to Scott Layne, Director of Special Events, at slayne@laumeier.org. No phone calls, please.

Application Deadline

Immediate start date possible. Position open until filled.