



SPECIAL EVENTS COORDINATOR POSITION DESCRIPTION

Organization Mission

Engaging the community through art and nature.

Organization Overview

Laumeier Sculpture Park, one of the first and largest sculpture parks in the country, 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 that is free and open daily. Laumeier serves approximately 350,000 visitors of all ages each year with presentations of art through a sculpture collection, temporary exhibitions, education programs, public events, and more. The park is located in Sunset Hills, Missouri in St. Louis County.

Position Overview

The Special Events Coordinator is a full-time exempt, salaried position with benefits, reporting to the Director of Special Events. The Special Events Coordinator assists with the execution of Laumeier events, including the Annual Art Fair, The Big Dinner gala, Laumeier After Dark, and other events that help raise crucial funds to support Laumeier's mission. This position also supports the organization's facility rental program for private events, including weddings, corporate parties, and more. The ability to work weekends and evenings as needed is crucial to this role.

Duties + Responsibilities

- Assist with the planning, coordination and execution of Laumeier special events
- 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 and volunteers during events
- Assist with other vendor relations, such as concessionaires, caterers, equipment rentals, entertainment, etc., for all Laumeier events
- Assist with Laumeier's private event rental program including serving as an on-site coordinator during events, conducting site visits and walkthroughs, coordinating vendors and deliveries, maintaining calendars, administrative support, and additional duties as assigned
- Assist with procuring, organizing, and cleaning event supplies and maintaining event storage and inventories

- 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
- Provide support for Laumeier's internal events as required, including exhibition openings, donor cultivation, and membership events
- Provide administrative support as required
- Perform other related duties as required and additional duties as assigned

Qualifications + Skills

The ideal candidate is someone who enjoys working in a fast-paced environment and interacting with a wide variety of people, including the public, vendors, artists, volunteers and donors to provide them with an exceptional experience.

- 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
- Dependable, organized and detail-oriented
- Sensitive to both "big-picture" and small details
- 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
- Be able to interact politely and respectfully with a wide variety of stakeholders, including colleagues and the public
- Growth mindset and ability to self-reflect
- Proficiency in the Microsoft Office suite of programs, with experience in the Adobe suite of design programs preferred

Physical Demands

- Ability to lift and carry up to 40 lbs (load, unload, move supplies)
- Must be able to work outdoors year-round
- Requires walking, standing, bending, stooping and reaching for extended periods of time

Additional Requirements

- Ability to pass a background check, including a check for criminal records
- Must be able to meet Laumeier's COVID vaccination requirements, which include providing proof of full vaccination

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

Compensation

Compensation is commensurate with qualifications and experience.

Benefits package is competitive and includes 100% employer-paid health, dental, life and short-term disability, 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. A generous amount of PTO is granted and grows with the length of employment.

No relocation assistance is available.

Office Culture

Laumeier is a small organization, with modestly sized departments and team members all work closely together. Laumeier offers flexibility for hybrid models of remote and in-person work as well as flexible scheduling.

Staff Guiding Principles: We believe in the importance and impact of art and nature. We cultivate a welcoming, inclusive, and positive environment for staff, board, artists, students, and visitors. We encourage creativity and innovation. We value collaboration and teamwork. We rely on competency leading to quality and excellence. We respect our colleagues and maintain personal and group accountability.

Application Instructions

Interested candidates should email a cover letter and resume to HR@laumeier.org with the subject line "**Special Events Coordinator.**" Please do not send additional supporting materials until they are requested.

Only applicants who move forward in the process will be contacted. We ask for understanding and patience. Please do not contact any staff members to check on the status of your application, and absolutely no phone calls.

Search + Timing

The first round of interviews will be held on Zoom. Finalists will interview in person if possible.

Position open until filled. Anticipated start date: as soon as possible, with flexibility to accommodate the hire's availability.

Laumeier is an equal opportunity employer, committed to diversity, equity, inclusion, and anti-racism. Candidates of diverse backgrounds are strongly encouraged to apply.

Posted 1/10/2023