



Kendall College of Art and Design
of Ferris State University

17 Fountain St. NW
Grand Rapids, MI 49503

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Position Title:	Event Coordinator
Location:	Grand Rapids (Kendall)
Department:	92700 - KCAD President
Advertised Salary:	\$48,000 - \$52,000 plus an excellent comprehensive benefit package including health insurances, vacation, and retirement
FLSA:	Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Full-Time
Union Group:	N/A
Term of Position:	12 Month
At Will/Just Cause:	At Will
Summary of Position:	<p>The Event Coordinator will provide supportive leadership, strategic direction, and general oversight of the college's facilities for public and internal events. This role will be integral in supporting and, at times, managing KCAD signature events. This position will also oversee internal space use, all aspects of rentals, and building a revenue stream through rentals to meet projected goals. The Event Coordinator will work closely with the Building Manager to coordinate and support the day-to-day operations of the KCAD campus and will be cross trained to assist with retail operations. The Event Coordinator reports directly to the KCAD President and will work across divisions to ensure success in event planning and execution. This position will require flexible hours and the ability to work evenings and weekends as events are scheduled.</p>
Position Type:	Staff
Required Education:	Bachelor's Degree

Required Work Experience:	At least 3 years work experience managing rentals, organizing, and overseeing events.
Required Licenses and Certifications:	
Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Bending • Carrying • Moving • Reaching • Sitting • Driving • Lifting • Pulling/Pushing • Standing • Ability to lift 50 lbs.
Additional Education/Experiences to be Considered:	Experience with managing, maintaining, and generating revenue streams.
Essential Duties/Responsibilities:	<p>Provide supportive leadership, strategic direction, marketing and promotion to drive revenue from rentals.</p> <p>Coordinate the logistics and provide general oversight for all external events.</p> <p>Support scheduling and coordination needs for internal events.</p> <p>Provide high-quality customer service to all constituents and serve as an ambassador for KCAD.</p> <p>Manage rental agreements and coordination of internal space use in alignment with University policies and procedures.</p> <p>Ensure compliance with risk management policies and procedures as they relate to rentals and internal space use activities.</p> <p>If approved, manage the liquor license for events and attain/maintain TIPs certification.</p> <p>Support and, at times, manage signature KCAD events as assigned.</p> <p>Serve on the campus Emergency Management Leadership Team (EMLT) and act as the responsible EMLT staff on site for external events.</p> <p>Develop and maintain staff-in-charge procedures, training, and communications for all events.</p> <p>Support and maintain campus sustainability initiatives as it relates to external and internal events.</p> <p>Develop and manage preferred vendor agreements to develop secondary revenue streams.</p> <p>Provide assistance with retail operations as assigned and serve as</p>

	<p>back up to retail operations as needed.</p> <p>Work closely with the Building Manager to coordinate and support the day-to-day operations of the KCAD campus.</p> <p>Supervise student workers, when applicable.</p> <p>Act as liaison for contracted vendors supporting events.</p> <p>Demonstrate an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff, and community members.</p> <p>Perform any other duties assigned within the position classification area.</p>
Marginal Duties/Responsibilities:	
Skills and Abilities:	<p>Strong project management, organizational, and planning skills.</p> <p>Self-motivated and ability to motivate others.</p> <p>Knowledge of risk management in relation to events.</p> <p>Demonstrated commitment, experience, and understanding for diversity, equity, and inclusion.</p> <p>Strong interpersonal skills.</p> <p>Ability to supervise, manage and evaluate staff.</p> <p>Ability to review and evaluate problems and to identify and implement creative solutions.</p> <p>Ability to effectively organize and direct personnel during a crisis or emergency situation.</p> <p>Excellent customer service skills.</p> <p>Ability to manage, navigate and resolve customer concerns and challenges.</p>
Required Documents:	<ul style="list-style-type: none"> • Cover Letter • Resume • Unofficial Transcript 1
Optional Documents:	
Special Instructions to Applicants:	Finalist will be required to submit an official transcript.
Initial Application Review Date:	July 17th, 2023
Open Until Position is Filled?:	True
Posting Close Date:	

Contact Information:	For inquiries related to this job posting, please contact Ferris State University's Human Resources Department at (231) 591-2150, Monday – Friday between 8am and 5pm EST, or email us at fsujobs@ferris.edu .
EEO Statement:	Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity, and educational excellence. Learn more about the Ferris Mission and community at ferris.edu . The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement .