



FREDERIK MEIJER Gardens & Sculpture Park

JOB POSTING – EVENT COORDINATOR

Department: Culinary Arts & Events

Status: Hourly, Full-Time, Non-Exempt

Supervisor: Culinary Arts & Events Sales Manager

Last Updated: August 2022

Position Summary: Responsible for selling, scheduling, and overseeing external event activities within the Culinary Arts & Events department in a guest centric manner.

Essential Functions:

- Promote, sell, and schedule event options for the Culinary Arts & Events Department.
 - Answer phone & email inquiries within a timely manner and assist guest with questions.
 - Develop effective business relationships with staff, vendors, and associations.
 - Coordinate meetings, site visits and tours with potential rental guests.
 - Contribute to selling and securing hospitality revenue in support of budget goals.
 - Create and calculate proposals for events using event software in line with departmental procedures and client's goals.
- Coordinate, document, diagram and organize event details.
 - Meet deadlines, document event needs and organize detailed information pertaining to each event.
 - Communicate detailed event information with relevant departments to ensure successful event execution.
- Provide floor coverage for events, vendor services and guests' activities.
 - Execute and monitor event details as planned and be prepared with proactive problem-solving.
 - Oversee and or assist with event set-up.
 - Contribute to a positive team approach in providing professional customer service.
 - Assist with general cleanliness and organization of equipment and facilities.
 - Assist with food and beverage services.
 - Assist with evening MOD duties.
- Coordinate and document accounting information in connection with events.
 - Collect payments, complete paperwork, and process cash, checks and credit cards in accordance with Personal Contact Information confidentiality.
 - Maintain accurate and timely accounting procedures.

Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and the treatment of others with dignity and respect.
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of employees, volunteers, members, and guests.
- A flexible and collaborative culture is important. Other duties may be assigned within the department as well as across the organization.

Education and/or qualifications preferred:

- 2-3 years' experience in the hospitality industry including customer service, sales, and event planning
- Hospitality Management / Event Management Degree

- Food and beverage experience helpful
- Detail oriented with strong organizational skills
- Strong computer and communication skills required including experience with Microsoft Office, Excel, Word, and Outlook; event software experience a plus but not required
- Valid driver's license with an acceptable driving record

Working Conditions:

Fast paced environment in a cultural organization requiring high levels of social contact and physical work. Very customer service-oriented work, requiring multi-tasking in a hands-on manner i.e., office work, floor coverage and communications. Must be able to perform physical activities such as, but not limited to, lifting heavy items (up to 50lbs unassisted) bending, walking, and standing for long periods of time. Occasionally required to work under inclement weather conditions. Must be able to work an event related flexible schedule including days, nights, weekends, and holidays.

Apply online at <http://www.meijergardens.org/contact/careers/> or send your cover letter and resume to hr@meijergardens.org.

As part of our onboarding process, all new hires are required to complete our background check and drug screen process, which tests for amphetamines, cocaine, opiates, and phencyclidine.

Frederik Meijer Gardens & Sculpture Park promotes the enjoyment, understanding, and appreciation of gardens, sculpture, the natural environment, and the arts.

**Frederik Meijer Gardens & Sculpture Park is an Equal Opportunity Employer.
We believe in fostering a diverse and inclusive workplace.**