



SPECIAL EVENTS COORDINATOR

Maymont is a 100-acre historic estate and park, located in Richmond, Virginia, with many unique experiences for all to enjoy, including the historic Maymont Mansion, The Robins Nature Center, arboretum, formal gardens, and habitats for native Virginia wildlife and farm animals. With seasonal events, programs and rental spaces, over 800,000 guests enjoy Maymont yearly. Since 1975, Maymont has been maintained and operated by the nonprofit Maymont Foundation, committed to creating experiences that delight, educate and inspire its guests.

The Maymont Foundation is seeking a Special Events Coordinator to support the Special Events Department. The Special Events Coordinator is responsible for assisting in every aspect of an event, from idea generation to post-event evaluation. The Special Events Coordinator must be well-organized and competent in vendor management with excellent communication skills and attention to detail. Work is performed under the general direction of the Special Events Manager.

Essential Functions include:

- Work with Special Events Manager to oversee events from conception to post-event evaluation, managing on-site preparations, production, and event breakdown in accordance with financial and time restraints
- Plan and facilitate logistics for all events, including venue preparation, security, equipment, food and beverage, and entertainment
- Coordinate with internal departments and staff to establish needs for events (Marketing, Operations, Volunteer)
- Establish training procedures for staff and volunteers
- Build, liaise and nurture relationships with vendors, exhibitors, entertainers, stakeholders and industry contacts
- Offer solutions to resolve problems in a timely manner
- Troubleshoot and handle any issues that arise on the event day
- Assist Special Events Manager with pre-event meetings
- Assist with event set-up, tear down and follow-up processes
- Perform research in order to assist with idea generation and re-evaluation
- Comply with legal, insurance, health and safety regulations at all times
- Assess an event's overall success and evaluate event's results
- Create reports and projections
- Participates in Maymont tent pole events as needed, which may be outside of regular work schedule
- Other duties as assigned

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform other job-related duties. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship.

Core Competencies:

- Ability to work a flexible schedule including weekends and evenings
- Excellent organizational skills, including multitasking, time management, and meticulous attention to detail
- Excellent customer service and interpersonal skills with considerable ability to deal effectively with the public
- Ability to communicate clearly, effectively and ability to prepare and present accurate reports

Education and Experience:



- Graduation from an accredited college/university with a bachelor's degree in the hospitality industry, public relations, or closely related field preferred.
- Experience in special events or equivalent experience

Physical Demands:

- Frequent sitting, standing, walking and talking for extended periods
- Frequent climbing, bending, stooping and lifting up to 50 lbs
- Ability to work inside and outside in all weather conditions
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus

FLSA Status: Full-time Hourly

Competitive compensation and benefits package include paid-time-off and health, dental, vision, disability and life insurance. To be considered for this position, please send a cover letter and resume to: employment@maymont.org. Please include the position title in the subject line.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

EOE Maymont Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer.

COVID-19 considerations:

To keep staff safe, personal protective equipment including hand sanitizer, gloves and masks are provided as appropriate. Protocols for social distancing are in place.