



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. 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 an Events Coordinator who will work with the special events and event sales teams to create memorable experiences for guests and supporters. This position will support community and strategic events as well as private event sales and facility rentals at Maymont. This position reports to the Senior Manager of Special Events and Event Sales.

Essential Functions include:

- Collaborate with internal departments to support the design, planning, preparation and execution of strategic events, including fundraising, cultivation, membership and other events
- Support the event sales team to conduct tours and pre-event walk-throughs with clients and vendors, manage collection of event details, coordinate final event preparations, and disseminate event information to internal and external stakeholders
- Work with special events team to plan and facilitate logistics for large-scale community events from conception to post-event evaluation, including venue preparation, entertainment, food and beverage, equipment, and security
- Provide on-site and on-call support for community, strategic and private events, facilitating day-of logistics, which occur outside of regular business hours and on weekends
- Correspond with current and future clients through verbal and written communications to provide information about rental opportunities, schedule tours and walk-throughs, and finalize event details
- Coordinate with internal departments to anticipate and plan for event resource requirements
- Support event operations to ensure the calendar of events is up to date with all event information, contractual details and resource requirements
- Identify and isolate problems to initiate appropriate actions and offer solutions to concerns that arise during events and resolve problems in a timely manner
- Build, liaise and nurture relationships with vendors, exhibitors, entertainers, stakeholders and industry contacts
- Comply with legal, insurance and health/safety regulations, as well as Maymont policies, rules and procedures at all times

Education and Experience:

- 2+ years professional experience in events, fundraising, sales or related field
- Bachelor's degree in hospitality, communications or related field

Required Skills/Abilities:

- Excellent verbal and written communication skills



- Excellent customer service and interpersonal skills with demonstrated ability to communicate effectively with the public
- Ability to manage multiple competing tasks with a high level of organization and accuracy
- Self-motivated approach to goal-setting, prioritization and delegating tasks
- Ability to work collaboratively
- Proven ability to be adaptable and respond quickly and positively to change
- Proficiency in Microsoft Office with prior experience using Customer Relationship Management software
- Advanced digital and technological aptitude and the ability to use and troubleshoot systems effectively
- Valid driver's license required with reliable transportation to/from Maymont

Physical Demands:

- Frequent sitting, standing, walking and talking for extended periods
- Frequent climbing, bending, stooping and lifting up to 50 pounds
- 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

This position offers a competitive compensation and benefits package, including paid-time-off and health, dental, vision, disability and life insurance.

FLSA Status: Full-Time Exempt

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.

This position 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.

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

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