



Position Description: Program and Events Coordinator
Reports To: Director of Programming & Events

Position Summary:

This full-time, exempt position will work under the direction of the Director of Programming & Events to coordinate and execute Arts Council programs, events and rentals. The P&E Coordinator is responsible for the day-to-day tasks and details included in the execution of all aspects of events and programs and will work closely with volunteers and other TAC staff. Customer service, a keen understanding of technology, and the ability to thrive in a deadline driven environment are critical components of this role.

Event Coordination:

- Coordinate all aspects of TAC rental events. Successfully multi-task and prioritize workload. Manage and track event timelines and related tasks. Own the execution of events with a strong sense of accountability.
- Provide day-to-day event preparation and project management for TAC programs, performances, and special events. Including, but not limited to – inventory & ordering, vendor placement and monitoring, travel planning & reservations, setups & hospitality, correspondence and mailing.
- Participate in TAC meetings and work collaboratively to complete work with an emphasis on deadlines and budget compliance.
- Collaborate with the TAC team on various fundraising events. Including, but not limited to donation requests, vendor selection, decoration, raffle prizes, event setup, marketing, etc.
- Develop and manage the Volunteer & Docent Program(s) developing solid relationships to ensure high quality events.
- Assist the Director of P&E with managing budgets for TAC programs, performances and special events.
- Respond to unforeseen circumstances and emergencies in a professional manner.
- Coordinate the delivery of online evaluations with volunteers and prepare internal post-event reports.
- Act as Manager-On-Duty during events assisting with client, vendor, patron, volunteer and artists requests and needs.

Marketing:

- Work with the Director of P&E on preparing scheduled posts and engaging content on all social media platforms.
- Track and maintain reports on social media engagement – noting how changes in followers, post interaction, and community involvement.
- Stay up to date on marketing and social media trends to ensure TAC is reaching the broadest audience possible.

General:

- Communicate and collaborate with other staff, volunteers, and partners to ensure positive visitor experiences and build and maintain our organization’s reputation for quality.
- Work with Director of P&E to create adhere to standard office procedures.
- Perform other duties as assigned.

Required Programs:

- Microsoft Office – Word, Excel, Access
- Microsoft Teams
- Constant Contact
- Canva
- Adobe Creative Cloud – Photoshop, InDesign

Essential Skills:

- Clear communication
- Willingness to contribute across a variety of areas and to learn new things.
- Flexibility
- Passion for engaging people in the arts
- Collaboration
- Positive Attitude

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position description. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.