



**STURGES-YOUNG  
CENTER FOR THE ARTS**

# *We're Hiring!*

## **Event Coordinator**

### **Full Time**

#### **Requirements:**

- High school diploma or equivalent with hospitality management training and/or prior supervisor experience required. Associate's degree in Hospitality Management preferred. Bar tending experience a plus.
- Previous Hospitality Experience with Understanding of live events and practices . 3 - 5 year's experience preferred
- Minimum age 21. Solution oriented, schedule flexibility, with attention to detail and excellent communication and organizational skills a must.
- Requires ability to work in stressful situations with prolonged standing, sitting, bending, stooping, kneeling, crouching, stretching, carrying and lifting up to 25 pounds.
- Multitasking abilities is a must.

#### **Essential Functions:**

- Maintaining the Center's calendar, ensuring all events are listed with proper start times, contacts and requirements.
- Being responsive and empathetic to guest needs.
- Representing the facility in a professional manner when conducting business.
- Assists with the setup of facilities, taking care that enough tables, chairs and serving areas are available and arranged for easy access.
- Direct florists, caterers, decorators and entertainers regarding where to deliver, arrange and store items needed for their specific roles in an event.
- Ability to problem solve while making quick decisions and delegating responsibilities while remaining professional and pleasant in the midst of a stressful situations.
- Maintaining the Center's appearance through established facility cleanliness standards.
- Holding self and others accountable for creating a culture of high performance.
- Communicating clearly and effectively in a variety of mediums using both verbal and written skills.
- Ability to expand job responsibilities and collaborate with others to generate ideas and improve processes.

#### **Working Conditions:**

- May experience communication with a variety of internal and external sources under favorable and unfavorable conditions.
- Employee may experience sustained moderate/high periods of activity with multiple tasks being performed.
- Exposure to various temperatures in an institutional kitchen setting with exposure to ovens, freezer, and various other kitchen equipment and utensils
- Works in areas with loud noise



Applications are available at Sturgis City Hall, 130 N. Nottawa; on our website at [www.sturgismi.gov/HR](http://www.sturgismi.gov/HR); or via email to [dnorthrup@sturgismi.gov](mailto:dnorthrup@sturgismi.gov).  
*The City of Sturgis is an Equal Opportunity Employer.*