



STURGES-YOUNG
CENTER FOR THE ARTS

We're Hiring!

EVENT COORDINATOR

Requirements:

- * High school diploma or equivalent with hospitality management training and/or prior supervisory experience required. Associate degree in Hospitality Management preferred. Bartending experience a plus.
- * 3 - 5 years experience preferred in hospitality with understanding of live events and practices.
- * Minimum age 21, solution-oriented, attentive to detail and advance planning, ability to work an event-driven, flexible schedule.
- * Requires excellent communication and organizational skills.
- * Ability to multitask in a fast-paced environment a must.
- * Able to work in stressful situations with prolonged standing, sitting, bending, stooping, kneeling, crouching, stretching, carrying and lifting up to 30 pounds.

Essential Functions:

- * Assist in maintaining the Center's calendar, ensuring all events are listed with proper start times, contacts and requirements.
- * Responsive and empathetic to guest needs.
- * Represents the facility in a professional manner when conducting business.
- * Assists with facility setup for events including tables, chairs and technology.
- * Directs 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, remaining professional and pleasant in the midst of a stressful situation.
- * 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.
- * May experience sustained moderate/high periods of activity with multiple tasks being performed.
- * May have exposure to areas with loud noise, hot and/or cold.
- * May require walking over potentially slippery surfaces.
- * May work early mornings, late evenings, weekends and possibly some holidays.

Submit Application, Resume, and Cover Letter to: Sturgis City Hall, 130 N. Nottawa St.
or via email to: dnorthrup@sturgismi.gov Applications are available at City Hall
or on our website at sturgismi.gov/HR

The City of Sturgis is an Equal Opportunity Employer.