



Department: Events
Position: Events Coordinator
Date Available: Immediately

Reports to: Marketing / Sales Manager

Type of Position: Seasonal, Full Time (approximately April – December)

Job Summary:

Responsible for planning, designing, and coordinating events, including working with suppliers, caterers, contractors, employees, wait staff, cast members, volunteers and many other parties at the same time to ensure that each event runs smoothly.

Duties and Responsibilities:

- Develop, coordinate, and promote annual special events throughout the year.
- Assist management team in estimating budgets and ensure they are adhered to.
- Draft specification sheets to communicate details with internal staff.
- Responsible for planning, designing, and coordinating events, including working with suppliers, caterers, contractors, employees, wait staff, cast members, volunteers and many other parties at the same time to ensure that each event runs smoothly.
- Book talent (musicians, bands, storyline characters)
- Recommend chefs or catering companies for events
- Coordinate and monitor event timelines and ensure deadlines are met.
- Initiates, coordinates, and/or participates in all efforts to publicize events.
- Prepare presentations/reports.
- Hire staff to manage events, including cast members.
- Keep inventory of backdrops, decorations, costumes, and other display materials.
- Compliance to the MRRR&LM procedures, safety, and operating rules. Instructing employees to do the same.
- Dispense information to alert other employees, ticket agents, and on-board staff of promotions, activities, and events.
- Display excellent customer service at all times.
- Work with all departments.
- Other duties as requested by other members of management.
- Able to perform as Museum Docent and provide tours as needed
- Assist Marketing/Sales Manager with other duties as requested
- Track Purchase Orders, request approvals, update spreadsheet and file documents
- Opens and distributes mail to all departments
- Enter data into spreadsheet, produce reports
- Run multiple daily and weekly reports on ticket sales and cash recaps

Work & Education Experience Requirements:

- Associate's degree or 2 years' equivalent work experience in related field
- Demonstrated ability to anticipate, recognize, and solve practical problems and resolve issues.
- Ability to communicate effectively orally and in written form. Proofreading proficiency desirable.
- Ability to lift 40 lbs. unassisted
- Ability to manage multiple projects at a time.
- Organizational skills for multi-tasking planning and event management
- Computer knowledge: Computer and peripherals, software (word processing, spreadsheets, web browser, e-mail, Google Docs, etc.), telephone, copier
- Calm under pressure
- Must be able to work a flexible schedule that will include some evening, weekend and holidays
- Excellent customer service skills

Requirements:

- Valid Driver's License with acceptable MVR
- Class 12 or 13 Alcohol Server permit

Pay Rate:

- DOE (depending on experience)

This position will be posted until filled.

After reviewing the attached posting if this is a position that you would like to interview for please email your resume and a separate cover letter Word or PDF document specifically addressing why you could be our candidate of choice for this position to HR@MtRainierRailroad.com.