



# McNamara Alumni Center

University of Minnesota

200 Oak Street S.E. Suite 035  
Minneapolis, MN 55455-2002

[www.mac-events.org](http://www.mac-events.org)

**JOB DESCRIPTION – EVENT COORDINATOR**  
**UNIVERSITY GATEWAY CORPORATION**  
**MCNAMARA ALUMNI CENTER**  
**Posting Date: 3.6.24**

**BACKGROUND**

The Event Coordinator position is responsible for facilitating the venue needs of event clients of the McNamara Alumni Center located on the University of Minnesota Twin Cities campus. This position is part of a 16-member team that manages this award-winning office building and busy event center. All are employees of University Gateway Corporation (UGC), a unique partnership of the University of Minnesota Foundation and University of Minnesota Alumni Association.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Work with MAC Event Clients to Coordinate Their Logistics and Room Set ups  
(approximately 200 annually):**

- Lead client meetings to gather event details and make floorplan recommendations; facilitate furniture and equipment rentals; reserve parking and audio-visual technicians/equipment; prepare directional signage, etc.
- Use of critical thinking skills to navigate client requests/information in order to align their needs and vision of the event with the parameters and capabilities of the venue.
- Collaborate with catering partner event planners on joint venue-related food and beverage services.
- Participate in weekly all-team meetings to discuss the week's events. Communicate revisions and most current information to catering, vendors, cleaning, set-up and building management teams.
- Review post-event reports, collect client feedback, and enter pertinent notes in the event file for the sales team to reference for future bookings.

**Share in the Staffing of Events:**

- Share in staffing each week's events with other operations team members including early mornings, weeknights and weekends as needed. Basic AV operation including use of microphones and projector/screen is required.
- Prior to client arrival, review each room's set up and facilitate any changes (add tables, move chairs, adjust light settings, etc.). Greet clients and troubleshoot new requests and changes, pulling in McNamara's AV Technician and/or Event Manager if necessary.

- Throughout the event, proactively monitor the event spaces and check in with clients, addressing changes or problems. Respond to client and guest questions or requests through excellent customer service.
- Serve as the point person for deliveries and vendors such as décor, audio visual, sound and light teams, security, etc. to ensure McNamara policies and guidelines are followed.

**Perform other duties as assigned:**

- Depending on the skills brought to the position, the event coordinator may be asked to lead efforts in vendor communications, preparing a billing worksheet, outdoor event coordination or other aspects of our daily event operations.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION & EXPERIENCE**

Required: Degree from a 4-year college

Preferred: 2+ years of event or hospitality experience. CMP certification.

**FLEXIBLE SCHEDULE**

This is a full-time, 40-hour a week hourly position. Hours worked on any given week are determined by the event schedule in order to help staff events. Staffing early mornings, weeknights and occasional weekends is required and shared with the rest of the operations team. When the event schedule does not require staffing outside of 8:30 am to 5:00 pm, the position may work standard business hours.

**OTHER SKILLS & ABILITIES**

Knowledge of and comfort with basic audio visual equipment including microphones, sound systems, projectors, etc. Experience with EMS and Social Tables software skills is preferred.

**PAY & BENEFITS**

Commensurate with experience + generous University Gateway Corporation benefits package. This includes accruing up to 20 days of PTO in the first year of employment plus holidays, paid parking, health and medical benefits, 403(b) plan, cell phone reimbursement, paid parental leave, U of M Rec+Wellness Center membership and more.

Please note: All employees at University Gateway Corporation are required to comply with the UGC's COVID-19 Policy by either providing proof of being fully vaccinated on their first day of employment, or complete a request for an exemption for medical exemption or religious reasons.

**TO APPLY**

A resume and 3 professional references are required.

Please email: [u-gateway@umn.edu](mailto:u-gateway@umn.edu)