JOB DESCRIPTION – EVENT COORDINATOR
UNIVERSITY GATEWAY CORPORATION
MCNAMARA ALUMNI CENTER
Posting Date: 6.25.21

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 Room Set-ups and Logistics (approximately 300 annually):

- Hold client meetings to gather event details and make floorplan recommendations; facilitate furniture and equipment rental; reserve parking and audio-visual technicians/equipment; prepare directional signage, etc.
- Participate in weekly stencil meetings to discuss week’s events. Communicate revisions and most current information to catering, vendors, cleaning, set-up and building management teams.
- Review post-event reports and collect client feedback.
- Review bi-monthly billing worksheet to confirm final charges.

Share in the Staffing of Events:

- Share in staffing each week’s events with other operations team members including evenings and weekends as needed.
- Prior to client arrival, review room layout; greet clients and facilitate any changes; prepare and demonstrate AV; etc.
- 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.
- Serve as the point person for deliveries and vendors such as décor, audio visual, sound and light teams, etc.
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 the billing worksheet, outdoor event coordination or other aspect of our daily event operation.

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 and EXPERIENCE
Required: Degree from a 4-year college
Preferred: 2+ years of event or hospitality experience. CMP certification.

FLEXIBLE SCHEDULE
The event office is open Monday through Friday 8:30-5:00 but flexibility is required by the team to share in staffing events. This position will require some early mornings, late evenings and occasional evenings and weekends depending on the event schedule.

OTHER SKILLS and 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
Commensurate with experience + parking + generous University Gateway Corporation benefits package

TO APPLY
A resume and cover letter including 3 professional references are required.
Please email: Amy Leyden, Director of Marketing & Sales aleyden@umn.edu.
No phone calls please.