



McNamara Alumni Center

University of Minnesota

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

www.mac-events.org

JOB DESCRIPTION – EVENT COORDINATOR UNIVERSITY GATEWAY CORPORATION MCNAMARA ALUMNI CENTER UPDATED: November 20, 2025

ABOUT THE ROLE

This position plays a key role in facilitating the venue and logistical needs of event clients at the McNamara Alumni Center, located on the University of Minnesota Twin Cities Campus.

This position is part of a 16-member team responsible for managing both this unique event venue and office building. All team members are employees of the University Gateway Corporation (UGC), a partnership between the University of Minnesota Foundation and University of Minnesota Alumni Association.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinate Event Logistics and Room Setups (Approximately 200 Events Annually):

- Lead client planning meetings to gather event details, recommend floorplans, setups, and logistics.
- Coordinate rentals, parking, AV equipment, signage, and other venue needs.
- Collaborate with the catering partner's event planners to ensure seamless coordination of food and beverage services.
- Apply strong critical thinking to balance client requests with venue capabilities.
- Communicate event updates across internal teams, vendors, and venue staff.
- Review post-event feedback and document notes for future improvements.

Staff and Support Events

- Share in staffing weekly events with the operations team, including occasional early mornings, evenings, and weekends.
- Conduct pre-event walkthrough to verify setups and make adjustments as needed.
- Greet clients onsite, provide attentive customer service, and troubleshoot issues in real time.
- Serve as the onsite contact for vendors (décor, floral, AV, security, etc.) to ensure venue policies are followed.

Contribute to Team Operations

- Support additional projects as assigned, such as vendor communications, billing worksheets, 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 effectively. The requirements listed below represent the knowledge, skills, abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION & EXPERIENCE

Required: Bachelor's degree from a four-year college or university

Preferred: Minimum two years of event planning or hospitality experience

FLEXIBLE SCHEDULE

This is a full-time, 40-hour per week hourly position. Work hours vary based on the event schedule and include early mornings, evenings, and weekends (shared among the operations team). When events do not require coverage outside of standard hours, the position follows regular business hours (8:30am-5:00pm).

OTHER SKILLS & ABILITIES

- Proficiency and comfort with basic audiovisual equipment (microphones, projectors, sound systems, etc.)
- Strong communication, organization, and problem-solving skills.
- Ability to balance multiple priorities.
- Experience with event software such as EMS and Social Tables is preferred.

COMPENSATION & BENEFITS

Commensurate with experience, plus a generous University Gateway Corporation benefits package.

- Up to 20 days of PTO in the first year, plus holidays
- Paid parking
- Health and medical benefits
- 403b(b) retirement plan
- Cell phone reimbursement
- Paid parental leave
- Complimentary membership to the UMN Recreation and Wellness Center

TO APPLY

Please submit a resume and three professional references to: u-gateway@umn.edu

University Gateway Corporation is an equal opportunity employer.