



McNamara Alumni Center

University of Minnesota

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

www.mac-events.org

JOB DESCRIPTION – EVENT SERVICES COORDINATOR

UNIVERSITY GATEWAY CORPORATION – MCNAMARA ALUMNI CENTER

Posting Date: February 5, 2026

BACKGROUND

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

Co-Lead Weekday Event Services

- Serve as the primary onsite venue contact for event clients and vendors.
- Review room setups prior to client arrival and implement adjustments as needed (tables, chairs, lighting, basic AV including microphones and projectors/screens).
- Greet clients upon arrival and troubleshoot onsite requests.
- Coordinate daily schedules for client arrivals, guest flow, deliveries, and incoming/outgoing shipments (e.g., décor, floral, materials).
- Provide ongoing support for onsite event clients.

Co-Lead Visitor Information Desk Operations

- Create a welcoming environment and proactively assist event clients, campus visitors, tenants, and vendors.
- Maintain detailed knowledge of building tenants, event spaces, and key University of Minnesota campus landmarks to provide accurate directions and information.
- Manage lost and found items.

Coordinate Event Logistics and Room Setups (Approximately 75-100 events annually per coordinator)

- 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.

Manage Event Operations Projects

Based on individual skills and interests, coordinators may lead or support projects such as:

- Monitoring inventory and condition of event equipment by coordinating inventory counts, cleaning schedules, and storage organization.
- Creating daily room signage and scheduling programmable doors.
- Other operational projects as assigned.

WORK SCHEDULE

This is a full-time, hourly position (40 hours per week). Weekly schedules are based on event needs. When events do not require extended coverage, coordinators may work standard business hours (8:30am–5:00pm). Early mornings, evenings, and occasional weekends are required and shared across the operations team.

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, and 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 one year of event planning or hospitality experience

OTHER SKILLS & ABILITIES

- Proficiency with basic audiovisual equipment (microphones, projectors, 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
- 403(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.