



McNamara Alumni Center

University of Minnesota

OPEN POSITION: Event Coordinator

REPORTS TO: Event Manager

POSTING DATE: August 6, 2026

The Event Coordinator plays a key role in coordinating and executing events at the McNamara Alumni Center, located on the University of Minnesota Twin Cities Campus. This position manages event details from planning through execution, ensuring seamless coordination, outstanding service, and memorable experiences for clients and guests.

This position is part of a 16-member team responsible for managing both the McNamara Alumni Center event venue and office building. All team members are employees of the University Gateway Corporation (UGC), a private nonprofit organization founded by the University of Minnesota Foundation and the University of Minnesota Alumni Association.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Event Coordination & Client Management

- Manage approximately 125 events annually, serving as the primary venue contact.
- Build strong client relationships by providing proactive guidance, anticipating needs, and recommending solutions throughout the planning process.
- Lead planning meetings to identify client goals, develop floor plans, timelines, and event logistics.
- Coordinate event services including parking, audiovisual, signage, rentals, and security.
- Maintain clear and timely communication with internal teams, vendors, campus partners, and clients to ensure alignment throughout the event lifecycle.

Event Execution

- Share in staffing events, including early mornings, evenings, and weekends.
- Conduct pre-event walkthrough to confirm room setups and address any needed changes.
- Serve as the onsite event lead, welcoming clients and guests, managing event logistics, coordinating vendors, and resolving challenges in real time to ensure a successful guest experience.

Administrative & Operational Support

- Assist with event records, billing worksheets, and other administrative tasks.
- Review post-event feedback and document recommendations for future improvements.
- Maintain knowledge of venue policies, safety procedures, and operational standards.
- Support operational projects, process improvements, and perform other duties as assigned.

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: One to three years of experience in event planning, hospitality, conference services, venue management, or a related field.

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. When events do not require coverage outside of standard hours, the position follows regular business hours (8:30am-5:00pm).

OTHER SKILLS & ABILITIES

- Familiarity with common event technology, including microphones, projectors, and basic troubleshooting.
- Exceptional customer service, communication, and interpersonal skills.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities.
- Proactive problem-solving skills with the ability to anticipate needs, take ownership, and make sound decisions.
- Ability to work independently and collaboratively in a fast-paced, dynamic environment.
- Experience with event management software such as EMS and Social Tables is preferred.
- Physical requirements may include standing and lifting up to 50 lbs.

COMPENSATION & BENEFITS

Commensurate with experience, including 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
- University of Minnesota RecWell membership

EQUAL OPPORTUNITY EMPLOYER (EEO) AND NONDISCRIMINATION STATEMENT

University Gateway Corporation is an equal opportunity employer committed to creating an inclusive environment for all employees. We do not discriminate on the basis of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, marital status, familial status, disability, age, genetic information, status with regard to public assistance, veteran status, or any other characteristic protected by applicable federal, state, or local law. We encourage individuals from all backgrounds to apply and are dedicated to advancing equity and inclusion in our workplace.

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