



North Dakota's  
**Gateway to  
Science**

# EVENT COORDINATOR

**10-20HRS/WEEK**  
(ADJUSTS SEASONALLY)

## ARE YOU OUR NEXT EVENT COORDINATOR?

Join our team at North Dakota's Gateway to Science and play a vital role in ensuring the success of our events! We're looking for a detail-oriented, people-savvy Events Coordinator to assist with tours and client services, coordinate logistics, and support the seamless execution of rentals events. This role is perfect for someone who enjoys working behind the scenes to create memorable events and is adaptable to the dynamic nature of event operations. If you love a good wedding and meeting new people, let's talk!

## WHAT IT LOOKS LIKE

### **Event Execution** – *approximately 50% of time*

During events, you'll anticipate guest needs, assist with AV equipment, provide minor technical support, and help ensure guests comply with rental policies. You'll be a key player in creating a smooth and enjoyable event experience for event hosts and guests.

### **Event Setup and Breakdown** – *approximately 30% of time*

You'll help transform spaces to meet client needs by setting up tables, signage, stanchions, podiums, and other equipment. After events, you'll assist with deconstructing setups, restoring spaces, and laundering linens.

### **Client Support** – *approximately 20% of time*

You'll collaborate with the Events & Operations Manager to support the booking process, assist with facility tours, and serve as a point of contact for rental clients—while also contributing to creative event solutions, light décor prep, and other event-related tasks to ensure every event meets our high standards for quality and guest experience.

## WE'RE LOOKING FOR SOMEONE WHO

- Has strong attention to detail and can handle multiple tasks efficiently.
- Can work independently and as part of a team.
- Is dependable, responsible, and adaptable in a dynamic event setting.
- Enjoys meeting, working with, and supporting a broad range of individuals and groups.
- Has excellent interpersonal, verbal, and written communication skills
- Can provide excellent customer service and anticipate event needs.
- Can lift and move tables, chairs, and event equipment. (Accommodation available.)
- Is comfortable assisting with AV and minor technical troubleshooting.



North Dakota's  
**Gateway to  
Science**

# EVENT COORDINATOR

**10-20HRS/WEEK**  
(ADJUSTS SEASONALLY)

## **EDUCATION AND EXPERIENCE**

No formal education required. However, experience in catering, event planning, hospitality, hotel and restaurant management, customer service, or another service industry is required. Training provided.

## **MORE DETAILS YOU'LL WANT TO KNOW**

This position reports to the Events & Operations Manager. Other duties may be assigned as necessary but will remain within the reasonable scope of Event Coordinator responsibilities. The starting wage for this position is \$21-24/hour, depending on experience. Hours range from 10-20 per week and are adjusted seasonally based on event schedules. Evening and weekend availability required. There is room for advancement and potential for additional hours in the future. If you're looking for an additional event gig with potential for growth, we'd love to hear from you!

We don't discriminate based on gender identity or expression, sexual orientation, race, religion, age, national origin, citizenship, disability, pregnancy status, veteran status, or other differences. Also, if you have a disability and there's a way we can make the interview process better, let us know ([gscience@gscience.org](mailto:gscience@gscience.org) w/ the subject line "Job Application Accommodations"). We're happy to accommodate.

If you have other questions, please email [gscience@gscience.org](mailto:gscience@gscience.org).

## **READY TO JOIN THE TEAM?**

To apply, email your resume and a few sentences about why this position interests you to [gscience@gscience.org](mailto:gscience@gscience.org). No formal cover letter needed—just let us know why you'd be a great fit!

**Applications will be reviewed on a rolling basis until the position is filled.**