



# 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 lead event execution, assist with tours and client services, and coordinate logistics from start to finish. This role is perfect for someone who enjoys taking charge behind the scenes to create memorable experiences and thrives in 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*

You'll be the main point of contact during events—leading execution, supervising event operations, and ensuring everything runs smoothly. You'll anticipate guest needs, assist with AV equipment, provide minor technical support, and enforce rental policies to maintain a safe, professional, and enjoyable experience for all attendees. You'll be responsible for overseeing events on the ground, guiding part-time staff and contractors, as needed, and problem-solving in real time.

### **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 oversee breakdown, restore spaces to their original condition, and assist with tasks like laundering linens and light cleaning.

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

You'll collaborate with the Events & Operations Manager to support the event process, ensuring clients and potential clients are supported. You'll contribute creative event solutions and help ensure that 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 lead event operations independently while collaborating with a team.
- Has supervisory experience and can oversee staff or volunteers during events.
- 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.



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## **EDUCATION AND EXPERIENCE**

Formal education is not required, but we strongly prefer candidates with supervisory experience and a background in catering, event planning, hospitality, hotel or restaurant management, customer service, or a similar service industry. Experience working with a wide range of audiences is also a plus. Training will be 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.**