

# Event Coordinator

## Meeteetse Visitor Center

### ***Qualifications***

The MVC Event Coordinator should have a high school diploma or the equivalent. Experience or a college degree in public relations and/or marketing is preferred. Knowledge of general office equipment, computers and their applications, some accounting, and email. Knowledge of the Meeteetse Community and the surrounding area is desirable. The MVC Event Coordinator needs to be self-motivated, have a desire to promote Meeteetse to tourists, work with and assist Meeteetse businesses and community members, and be able to coordinator multi-faceted events.

### ***Overview of Position***

The Event Coordinator position is an At-Will position and is a permanent, part-time position with seasonal full-time employment, without benefits. The Event Coordinator is supervised by the Meeteetse Visitor Center (hereafter to be MVC) Board Of Directors (hereafter to be BOD) and otherwise employed under the guidelines set forth in the MVC Bylaws and Policies & Procedures Manual. The Event Coordinator shall not hold any position in MVC, which is considered a conflict of interest (i.e. budget committee, personnel committee, etc.). The Event Coordinator shall be responsible for all duties as are assigned by the MVC BOD and for the overall ongoing operations of the MVC but may be required to perform other functions as directed by the MVC BOD. The Event Coordinator is encouraged to research and present to the BOD, and other MVC staff responsible for fundraising or grant opportunities, information that would benefit the MVC and its desire to remain open throughout the year with a balanced budget. This job description is not intended to be an exhaustive list nor be limited as the responsibilities and duties of the Event Coordinator. At the end of employment, the Event Coordinator will deliver all MVC property to MVC in good condition.

### ***Please read and initial the following:***

- MVC Policies & Procedures and job descriptions are a general guide only and the provisions do not constitute an employment contract or alter the status of “At-Will” employees.
- No supervisor, manager or individual director has the authority to make oral promises or contracts with regard to employment or MVC Policies & Procedures and employers should not rely upon any representations concerning employment status, which are inconsistent with any position of an At-Will employee.
- MVC reserves the right to unilaterally retract, revoke or change the provisions of its policies and procedures and job descriptions.
- This is an At-Will position.

## ***Detailed Duties***

The Event Coordinator will work in cooperation with the Office Manager and any other MVC Staff to fulfill the following duties:

- Open, close and staff the hours and days of the MVC on a schedule that was approved by the BOD.
- Welcome and assist walk-in guests to the MVC in a pleasant, informative and helpful manner.
- Receive, maintain and follow through with all forms of communication that the MVC uses including telephone, voicemail, email and postal mail.
- Set-up, maintain, inventory and stock the office of the MVC which should include but not be limited to maintenance of and archiving the files as needed.
- Maintain, update and distribute the Meeteetse Community Bulletin as a weekly publication offered to the community via the web, email and hardcopy. Encourage new bulletin sponsors to increase revenue.
- Maintain and update a list of members with current contact information and dues.
- Keep all inventories of the MVC and Gift Shop consignments up to date and in good order, giving all consignors an inventory of sales with a monthly statement and payment, which should be submitted to the BOD at the monthly meeting. Submit monthly/quarterly sales report, jury new vendors, coordinate general placement of vendor items.
- Create, maintain, distribute and keep a record of all packets requested for tourism, business and relocation. As well as a record of all persons who walk-into the MVC defined if they are a local or a tourist.
- Inform Event Coordinator of changes needed on the website.
- Supervise other employees of the MVC, giving recommendations of hiring or terminating of these employees to the BOD.
- Attend Board Meetings that the BOD request and be fully prepared to present new and existing advertising issues, donation requests, participation requests and other info vital to the operation of the MVC.
- Keep record of and present an Office Manager's Report to the BOD at each month's board meeting that should include but not be limited to the amount of Walk-Ins and various packets sent out, Gift Shop sales with the gross amount sold and net amount to both the consignor and MVC, ORV permit sales and all events attended by the Director for the MVC with expenses reports and information received from said events.
- Assist the Board Secretary in creating, and distributing the monthly meeting agenda, list of bills to be paid with checks ready to be signed and all presentations needed for the BOD to approve, for each monthly Board Meeting.
- Assist BOD Treasurer with input of accounting information to Quickbooks, prepare monthly/quarterly reports, and other budget information as needed.
- Keep a positive communication and contact with the Meeteetse community and businesses and assist them in their endeavors for the good of the community.
- Responsible for recording keeping of new members, annual renewal of old members and encourage potential new members.
- All other duties as assigned.