

NTC Foundation Event Coordinators are responsible for working with the Program Team staff during Signature Programs and events; assisting with the set-up of events, operation throughout the event and event close out. This includes coordination of logistics, ambassador of the arts, light housekeeping to assist maintenance staff (if needed), administrative tasks and completion of onsite event reports and/or recaps. Examples of responsibilities are: working Arts District booths, Logistics of cocktail events, logistics of movie and/or concerts and administrative functions. Hours and shifts vary and include ARTS DISTRICT Signature Programs and team meetings; on average, 4-8 hours bi-weekly. Qualified candidates must be authorized to work in the US. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience requirements for an Event Coordinator include but are not limited to:

- Excellent customer service history with the ability to coordinate and execute events with multiple teams.
- Basic knowledge of Audio Visual equipment operations preferred
- Effective and professional communication skills, both written and verbal.
- Ability to maneuver small spaces, climb a ladder, move items, set up and break down a pop-up canopy, table and chairs. Must be able to lift 30 lbs.

Instructions to Apply:

Submit resume to Hannah Abendschein at habendschein@ntcfoundation.org