

## Job Posting: Event & Hospitality Coordinator

**POSITION TITLE:** Event & Hospitality Coordinator  
**COMPENSATION:** TBD Based on Experience  
**REPORTS TO:** Executive Director  
**HOURS:** Full time varied hours with flexibility to work evenings, weekends & holidays

*The John G. Shedd Institute for the Arts is a non-profit performing arts company, educational institute, and venue that serves Oregon with year-round professional performances, educational programs, and venue rental for non-profit organizations.*

**RESPONSIBILITIES:** Primary project areas include, but are not limited to:

- **Rental Services:** Oversees all community rentals. Works closely with the Patron Services Coordinator to facilitate planning and production. Responsible for day of event execution from event set up through tear down.
- **Internal Events:** Works with The Shedd's Stewardship and Production departments to plan and execute internal events that range from weekly dinners and receptions to large fundraising events.
- **Food Service:** Plan and purchase food within department guidelines. Train and oversee food service staff for Pre-Concert meals, artist hospitality, concession, and special events. Oversee food preparation, presentation, and delivery insuring that company standards are upheld. Oversee the maintenance and cleaning of the Shedd's kitchen and compliance with safety regulations.
- **Supervisor:** Responsible for scheduling and training of the Food Service staff. Oversees event staff.
- **Administrative:** Manage receipt tracking and cost breakdown reports.

**QUALIFICATIONS and ATTRIBUTES:**

- Willing and facile learner.
- Strong communication and customer service skills. The ability to remain friendly, professional, and courteous under pressure. Comfortable in a front of house position.
- A proven combination of attention to detail and strong organizational skills. The ability to work on short- and long-term projects simultaneously.
- Ability to work collaboratively as part of a complex team. Ability to work within established guidelines and systems.
- The ability to work a flexible schedule, including nights and weekends.
- Clean and professional attire and appearance appropriate for a customer facing position.
- Ability to lift 30 lb.

**BENEFICIAL EXPERIENCE:**

- Experience supervising and training others.
- Knowledge of commercial kitchen safety and health standards.
- Hospitality or event experience.
- Strong Microsoft Office skills; Excel, Word, Access.

**APPLICATION PROCEDURE:**

- 1) Submit resume with the addresses and phone numbers of at least 3 references familiar with applicant's qualifications.
- 2) Submit letter of application indicating interest in the position and the extent of experience in the above areas of responsibility.
- 3) No phone calls please. **Phone calls will not be accepted.**

**SUBMIT APPLICATION TO:**

Kayla Clark  
The Shedd Institute  
PO Box 1497, Eugene OR 97440-1497  
kayla@theshedd.net