

Job Position: Event Planner
Reports to: Director of Marketing and Development
Hours: Full Time, Hourly



Primary Function

The Event planner will oversee the implementation of existing events and creation of new events produced by Sauder Village. The Event Planner will be responsible for all the details associated with each event assigned to them and work with the Cross Complex Sales and Events team to develop new events.

Essential Functions (Responsibilities) include the following:

1. Handle all details for the successful execution of events assigned to them. This includes working with others throughout the complex, timely communication and attention to detail.
2. Work to make sure existing events remain relevant by continually evaluating current practices and incorporating new, fresh ideas.
3. Work to create new and unique events that reach a variety of audiences and draw people to the complex.
4. Adhere to a budget for each event.
5. Build relationships with vendors, exhibitors and stakeholders during the event planning process to ensure positive engagement from all parties.
6. Manage online event registrations.
7. Assist Marketing Manager with event communications including mailings, social media, email, and other relevant avenues.
8. Own and manage workload with projects at a variety of stages and adjust quickly as priorities change.
9. Handle administrative details to get an event up and running smoothly.
10. Work with Development Assistant and Director of Development and Marketing on the execution of engaging members, donor and fundraising events.
11. Work with teams across the complex, including Historic Village, maintenance, venue, and set up staff.
12. Work to honestly evaluate each event for financial success and audience engagement.

Skills, Requirements & Conditions.

- Bachelor's degree in hospitality management, public relations, or a similar field preferred.
- 2 years' experience with event planning.
- Relationship-driven, able to work positively with many kinds of stakeholders & audiences.
- Well-organized with excellent multi-tasking abilities
- Outstanding stakeholder management skills.
- Strong written and oral communication.
- Well-organized with excellent multi-tasking ability and problem-solving skills.
- Excellent organizational & time management skills to meet deadlines.
- Ability to manage multiple events at one time.
- Experience with MS Office Suite software – especially Word, Excel, Access. Other software skills a plus, including contact management software.
- Ability to work independently and within a team environment.
- Able to work in an environment that is not always climate controlled.
- Committed to customer service excellence and the Sauder Village Mission.
- Available to work nights and weekends.