



**Schlitz Audubon**  
Nature Center

## **EVENT COORDINATOR**

### **OVERVIEW**

Schlitz Audubon Nature Center conserves our land's diverse habitats on Lake Michigan and provides meaningful experiences and environmental education for all. Located nine miles north of downtown Milwaukee on the shore of Lake Michigan, the Center offers six miles of trails that take visitors through 185 unique acres of forests, wetlands, restored prairies, ravines, bluffs, and a shoreline beach. Annually, Schlitz Audubon reaches over 161,000 community members and nearly 20,000 children participate in our nature science education programs. Over 155 preschoolers are enrolled throughout the school year in our nationally recognized Nature Preschool. Schlitz Audubon is an Equal Opportunity Employer (EOE).

### **PURPOSE OF THE POSITION**

Our Event Coordinator will be a key player in supporting fun and beautiful Special Events at our nature center including weddings, private and corporate events, as well as the Center-wide fundraisers and seasonal celebrations. The Event Coordinator will use their incredible customer service and organizational skills to promote, schedule, and be an onsite coordinator with the event team, reporting to the Director of Corporate and Special Events.

### **ESSENTIAL FUNCTIONS**

- Support the Director of Corporate and Special Events in responding to inquiries related to facility rental.
- Communicate room use and rental policies and procedures to users.
- Manage the rental and special event Outlook calendar.
- Conduct Center tours with potential rental clients – wedding, private and corporate.
- Prepare contracts and invoices for rental clients.
- Welcome all current or prospective clients with warmth and kindness.
- Be creative! Oversee venue social media, blog posts and website content.
- Partner with marketing on promotions
- Stay in tune with event and wedding industry events, trends and best practices.
- Coordinate wedding ceremonies and ensure all wedding clients' needs are met
- Work professionally with vendor partners at events.
- Represent the Center thinking always of the best practices for the environment.
- Work together with Center departments to support special events
- Prioritize a commitment to customer service and guest satisfaction.
- Oversee department inventory, purchasing and receiving.
- Other related tasks as assigned.

### **QUALIFICATIONS AND EXPERIENCE**

- Minimum of two years of experience in customer service, event planning or sales required
- Familiarity with standard catering and hospitality concepts desired
- Ability to manage multiple tasks and set priorities with ease.

- Strong verbal and written communication skills a must
- Warm, helpful personality with excellent interpersonal skills
- Interest in the wedding industry
- Must represent themselves and the Center in a professional and positive manner.
- Proficiency with Microsoft Office
- Must be detail-oriented and have excellent organizational skills.
- Independent judgment and discretion with clients is required
- Ability to work with the manager to cover evening and weekend events
- Current drivers' license and good DMV record
- Hard-working, self-motivated, flexible, fun and responsible
- Work well as part of team and possess the ability to work independently.
- Ability and comfort to communicate effectively and professionally with all levels of staff as well as with the public.

**HOURS**

Non-Exempt, Part-Time, 10-25 hours per/week. Evenings, weekends and at least one day will be spent in the office 8:30-4:00pm

**TO APPLY**

Send cover letter and resume to Director of Corporate and Special Events (rental@schlitzaudubon.org ) with *Event Coordinator* in the subject line.