



Swiss Community Historical Society, 8350 Bixel Rd, PO Box 5, Bluffton, OH 45817

## ***Heritage Center Events Coordinator Job Description***

### **Position Summary**

The Events Coordinator manages the facility and works with the Board of Directors to ensure that all is running smoothly with programs, the buildings and grounds, and the personnel involved in overseeing and/or volunteering at the Heritage Center and with the activities held there. The Events Coordinator will support the goals and mission of SCHS.

### **Primary Responsibilities**

- Manages bookings for weddings/receptions, reunions, corporate events, and parties. This involves meeting with potential renters, sharing the rules and regulations as stated in the Rental Agreement.
- Ensures renters understand the Rental Agreement and that they sign and initial as indicated on the Agreement.
- Collects fees for events engaged.
- Regularly reports to the President or Vice President orally or written, prior to monthly meetings of the Board of Directors.
- Coordinates setup before and cleanup following events at the facility.
- Ensures the facility is compliant with health and safety legislation.

### **Qualifications**

- A self-motivated and dependable person with organizational skills and the ability to manage multiple projects simultaneously.
- Ability to work flexible hours on the occasional evening and weekend events as needed.

### **Compensation**

This position is payable monthly, per hour, by contract. (Some months may require more hours than others.)