

JOB DESCRIPTION- Landmarks Special Events Coordinator

Title:

Landmarks Event Coordinator

Contacted position/ \$35 per hour

Purpose:

The special events coordinator is responsible for the planning, preparation, and execution of special events for Landmarks, the public art program of The University of Texas at Austin. The coordinator oversees all event logistics, including timeline, budget, catering, vendor procurement and management, as well as serving as the point person for all event-related functions. This is a contracted position, with an hourly rate. No benefits are provided. **Please send a resume and cover letter to info@landmarksut.org.**

Essential Functions:

- Plans and coordinates events from start to finish, including coordinating with other UT departments and schools on behalf of Landmarks
- Develops and maintains network of vendors and secures vendor bids as needed. Works with Landmarks Business Manager to set up PO's and submit required paperwork and receipts.
- Manages annual VIP Skyspace viewings within the James Turrell Skyspace, including booking bartenders, organizing gift bags for attendees, and managing all other logistics
- Manages opening events/lectures for new public art commissions, including pre-event VIP dinners for donors and other key stakeholders
- Manages annual Paws for Public Art event each spring, which includes booking four petting zoos to be stationed at Landmarks works across campus, booking all custodial and facility staff, managing volunteers, and other duties
- Establishes budgets with Landmarks leadership and tracks expenses for all events
- Attends or leads event production meetings with Landmarks staff
- Identifies and manages hiring of vendors including caterers, bartenders, custodial, etc.
- Manages all logistics, vendors, and volunteers the day of event to oversee set up and break down, catering, A/V, UTPD, custodial, etc.
- Manages event close-out activities, including but not limited to scheduling and leading post-mortem meetings, expense submissions and budget reconciliation, and inventory storage
- Recruits and manages event volunteers as needed
- Other functions as assigned.

Required qualifications

Minimum of two years of event planning experience. Excellent verbal and written communications skills, with strong attention to detail. Strong interpersonal skills, a professional demeanor and good judgment. Strong problem-solving abilities; able to multitask, prioritize, work independently and under pressure.

Preferred Qualifications

Five years of event planning experience; experience planning events at and for The University of Texas at Austin. Bachelor's degree. Knowledge of contemporary art.