



# Job Description

**Position Title:** Coordinator, Public Programming

**Date:** November 2022

**Position Reports:** N/A

**Exempt/Non-exempt:** Full time, Exempt

**Position Reports to (Title):** Manager, Public Programming

**Department:** Programming

## 1. Position Summary

The Coordinator, Public Programming focuses on serving Powell Gardens internal and external stakeholders aligned with public programming for festivals, exhibitions, and signature events. The coordinator is responsible for support and specific tasks that serve the program-related processes of Powell Gardens, ensuring visitors receive exceptional customer service experiences. The coordinator will assist in creating immersive experiences for visitors to Powell Gardens.

The ideal candidate has 3-5 years of event coordination experience and a solid commitment to event planning and execution of details. Organizational skills are required. Collaboration effectively across the organization and developing harmonious relationships is critical for success.

## 2. Essential Functions

### **Coordination of Public Programming for Festivals, Exhibitions, and Signature Events**

- Source potential vendors as needed. Prepare, and disseminate Agreements with contractors and partners for signature.
- Appropriately manage various external relationships and partnerships.
- Maintain a cheerful, helpful, and solution-oriented demeanor when responding to or serving clients, colleagues, members, and visitors.
- Uphold effective and timely communication with clients via phone, email, and other software tools.
- Steward relationship and obligations of trade associations and other contracted services.
- Ensure that systems are in place to keep detailed records of correspondence with vendors.
- Serve as the record keeper for public programs.

### **Financial Processes**

- Oversees invoice payment process in collaboration with finance staff.
- Assist with review of monthly P&L reporting reviews, calling attention to any inaccuracies.

### **Operations**

- Utilize software packages for timely, effective, and efficient communication and reporting.
- Coordinate work orders relying on the JOT system for communication and coordination with Powell Gardens' departments.
- Work with colleagues to maintain vendor relationships.
- Process all contractual documents in paper and electronic files.

### **Training**

- Assist with staff and volunteer training using related materials to support successful execution of public programs.

### **3. Sphere of Responsibility:**

**Supervision:** None

**Member:** Weekly Events Meeting and weekly Revenue Strategy group

### **4. Internal and External Contacts**

**Internal:** Department leaders and staff members, volunteers, Board of Directors, and board committee(s)

**External:** Vendors, Donors, Contractors, Corporations/Businesses

### **5. Consequence of Error**

The Coordinator, Public Programming oversees and is responsible for coordination with other departments and assists with financial processing for accounts payable. Organizational stability depends on serving the programming department with integrity, accuracy, and timeliness.

Unsatisfactory client relationships or lack of timeliness both internal and external, may result in poor work quality that could seriously impact the operations of Powell Gardens.

### **6. Experience/Education**

**Education:** Bachelor's (Preferred)

**Experience:** Event Planning / Public Programming: 3 years (Preferred)

### **7. Work Environment/Physical Requirements**

Must maintain a flexible schedule and be available during business hours. Working from home is an option but being routinely onsite is a requirement depending on Garden activities. Ability to walk stairs, move quickly, lift items weighing up to 25 lbs. and physical requirements necessary to an office work environment.

**Schedule:** Generally: 8-hour shift, Monday to Friday. A blended schedule of onsite and remote is an option, if approved by supervisor. Employee must be willing to work longer hours as projects and deadlines require and be available to work at events that occur during weekends and evening

events as needed. Able to remain in a stationary position up to 50% of the time; move about inside the office to perform normal duties; move throughout a multi-facility work location

**Disclaimer Statement:**

*Every effort has been made to make your job description as complete as possible. However, this position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform any other duties requested by their department supervisor.*

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_