

# Job Description

## Event Specialist/Coordinator

### Compensation

Salary plus Commission

### Responsibilities

#### Scheduling Events

- Work directly with Calendar person, following established processes for scheduling and maintaining an accurate up to date electronic calendar
- Include setup and clean up times in event scheduling to avoid conflicts with other events, especially memorials which typically have short notice
- Scheduling details must include space requirements, South End, Lodge Room, Dining Room or any combination needed.

#### Resources

- Work directly with Club Director and or Bar Manager to acquire necessary resources for event such as additional Bartenders
- The Club Director will work directly with the Board of Directors to keep them informed

#### Customer requirements

- Discuss in detail the requirements of customer for setup and cleanup. Any tables, chairs etc that are moved for the event must be returned to their correct position by the renter, or additional fee charged and labor arranged to return the space to its normal setup. Pictures and diagrams are available to assist with this.
- Clean up must happen completely and immediately after the event so that the Lodge is in good condition and ready to be used for another scheduled event or by the membership.
- Discuss and show the renter where to find additional chairs and tables. Also point out the pictures in those storage areas that show and explain what items belong in that storage closet and how it is to be arranged
- Any children attending the event must be supervised by an adult
- Remember that the Lodge belongs to the Membership and the needs of the membership take priority over event renting
- Cleanup DOES include taking care of trash
- ***It is the responsibility of the Event Specialist to make sure that all of these things happen especially the clean up.***

#### Decorations

- Decorations shall be limited...
- Any signs or pictures can be put on easels that are available
- **Nothing shall be attached to walls, doors etc.**
- Any decorations must be removed COMPLETELY after the event
- NO TAPE

***The event specialist is the direct link between the customer and Lodge. Any concerns or issues should flow from the Event specialist to the Club Director who will follow up as needed***

***The event should have little or no impact on the rest of the Lodge, it's members or other events that may be going on at the same time***