



**Position Title:** Event Coordinator  
**Department:** Finance and Operations  
**Reports to:** Director, Finance and Operations  
**FLSA Classification:** Part-time, hourly, non-exempt  
**Salary:** \$20.00 - \$22.00 per hour

**Job Summary:**

Are you an experienced event coordinator? Are you looking for a challenging career that makes a difference in the community? If so, we need your skills and talents. You can be part of the team leading Sacramento's newest exciting attraction – the SMUD Museum of Science and Curiosity (MOSAC).

We are seeking a part-time Event Coordinator to assist the MOSAC team in coordinating special events and private rentals. We are looking for a highly motivated individual who has great customer service skills and is capable of coordinating events from beginning to end. This position would book and manage a wide range of private rentals. Additionally, the position would support other departments with executing their logistical needs for MOSAC special events and programs. The ideal candidate has a friendly demeanor, great follow-through, the ability to manage multiple projects at the same time and can complete projects in a timely manner.

**Key Responsibilities:**

- Reply to private event rental inquiries
- Provide site tours
- Understand the requirements for each event (private rentals vs MOSAC programs)
- Provide quotes, secure insurances and licenses
- Work with client to coordinate their event with attention to time constraints
- Assist with vendors, order tables, chairs, etc.
- Manage all event preparations from start to finish
- Staff all public and private events as lead coordinator
- Stay on top of details to ensure everything runs smoothly
- Troubleshoot last-minute issues as they arise
- Work closely with other departments involved with the event
- Perform other duties, as assigned

**Required Qualifications:**

- Enthusiastically committed to the mission of MOSAC
- Effective communications (verbal and written) and interpersonal skills
- Flexibility with workload and hours, requires some nights and weekends
- Organized, detail-oriented and excellent with follow through
- Works well within timelines, meets deadlines and prioritizes appropriately
- Strong analytical, troubleshooting, and problem-solving capabilities
- Adept in working independently with high attention to detail
- Proficient knowledge of Microsoft Office applications
- Proven experience as an event coordinator
- Able to handle stress while remaining calm and friendly
- Able to work in a noisy and busy office environment

**Supervisory Responsibilities:**

- This position does not supervise employees

**Desired Education and Experience:**

Education: High school diploma; some college preferred

Experience: At least two years of event logistics experience  
Non-profit and/or museum experience is desirable  
Broad computer skills, particularly using Microsoft Office products

**Physical Requirements:**

- Final hiring for this position is contingent upon successful passage of drug testing, fingerprinting and criminal background check.
- Prolonged periods of sitting at a desk and working on a computer
- Periods of prolonged standing and/or walking during events. On-site event coordination may require standing and walking 50-90% of the time, lifting up to a maximum of 30 pounds, and other physical actions that include stooping, kneeling, crouching, crawling, reaching, pulling, and pushing. Example: setting up tables, moving chairs, etc.

*In order to protect our team members, volunteers, students, and guests, MOSAC requires that all employees be fully-vaccinated with a COVID-19 vaccination series approved by the U.S. Food and Drug Administration (FDA) or the World Health Organization (WHO). Reasonable accommodation will be made for a qualified disability or sincerely held religious belief.*

This position is at-will and non-exempt. Sick leave is provided.

This position is part time. (approximately 25 – 28 hours per week, occasionally more)

Most events are on weekday nights and often end late. Weekend events are held periodically.

**Application Procedures:**

A complete job profile is available upon request.

Please submit a cover letter and resume addressing your qualifications as they align with the job description by email to BPatterson@visitmosac.org. Please also provide names, with contact information, of three professional references. No phone calls will be taken for this application.

For more information about the museum, visit <https://visitmosac.org>