

**MAPS Air Museum Policy**  
**Section: 1 - Personnel**  
**Subsection 1.1 - Job Descriptions**  
**Unit 1.1.2 - Staff Position Descriptions**  
**Policy: 1.1.2.13 - Event Coordinator**

**Submitted by:** Kim Kovesci  
**Date submitted to Directors for approval:**  
**Date of initial review by Board of Directors –**  
**Date approved by Board of Directors –**  
**Due for review and re-approval –**

**Event Coordinator**  
**Hourly Position**

**MAJOR DUTIES REQUIRED:**

Part time position with potential progression to full time.

Coordinate all activities associated with private, public and MAPS sponsored events.

These major activities include but are not limited to:

Work with the Event Scheduling Coordinator to ensure an effective handoff:

- No scheduling conflicts
- Security Plan is adequate
- Point of contact have been identified and documented
- Signed contractual agreements are adequate and understood
- Security Requirements are covered
- Open and Close Times
- Insurance requirements comply with requirements on limits and waivers
- Liquor Permits are acquired and approved if required for the event
- Payment Collection is scheduled and documented
- Event layout drawing is created and available
- Registration or Entry Fee pricing and collection
- Setup and Teardown schedule are identified
- All other special requirements are identified

***Rental Events***

Responsible to coordinate the event after the handoff:

- Become the MAPS Point of Contact for the Renter
- If necessary, meet with the Renter to work out the event details
  - Security, License Requirements, Setup and Teardown schedule
- Contact and assign MAPS Lead personnel to the event

- Contact Event Volunteers to staff the event with helpers
- Contact Event Volunteers to staff the event with parking personnel
- Ensure:
  - setup performed is as requested
  - balance of payment is collected
  - number of visitors are counted and reported to the gift shop
  - staffing is adequate to support the event size
  - supplies are purchased and onsite

### ***MAPS Events***

- Oversee:
  - The setup performed is as requested
  - Staffing is adequate to support the event size
  - Supplies are purchased and onsite, determine shortages and ensure additional purchase are made before a stockout

### **SKILLS REQUIRED:**

- A current member of MAPS in good standing is preferred.
- Have strong people skills, preferably with supervisory experience.
- Have some experience coordinating events.
- Ability to organize schedules, maintain current and accurate data .
- Have the commitment to have a flexible schedule based on events, activities and meetings.
- Have a working knowledge of business computer software, google docs, calendars, word, excel, powerpoint, email, texting and be able to maintain logs for all event status.
- Help develop a yearly budget for events both hall rental and MAPS sponsored events.
- Recruit and lead the event support crews.