



EVENTS COORDINATOR

The Organization: The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to www.georgiahistory.com.

Summary: The role of the Events Coordinator is to support, coordinate, and implement a wide range of events for the institution. Events range from cocktail parties to lectures to conferences to fundraising galas. This is a full-time benefited position based in Savannah, GA

Responsibilities include (Incumbent may perform other duties as assigned):

- Implement the logistical coordination of the institution's various events, meetings, programs, and conferences. Events will include program and fund-raising events as well as Board of Directors meetings and membership receptions.
- Working closely with others, develop planning timeline with deadlines and day-of-event timelines including set up and breakdown.
- Deal with hotels, venues, caterers, transportation companies, florists, A/V, etc. Manage on-site arrangements, service contracts, and confirmations. As directed, manage vendors to include scheduling planning meetings, obtaining quotes, reviewing contracts, coordinating deposits/final payments, and coordinating set up and break down requirements. Handle other arrangements as required for the success of the event and close out all events as required.
- Assist with venue rental; implementing contract, paid and/or complimentary rooms. Working with venue, develop storage schedule and arrangements for event set up as well as catering meetings as appropriate. Communicate menu choices to catering, ensuring final details are correct.
- Coordinate security, vendor parking permits, and parking arrangements as needed.
- Assist with finding and hiring entertainment to include contract, transportation, and accommodations.
- Work with others to prepare nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc.
- Monitor financial compliance of logistical expenditures (budget and expenditures). Within budgetary constraints, arrange airline and ground transportation. Ensure close communication with hotel personnel regarding guest information and schedules. Create detailed itineraries and provide in advance of arrival. Collect

- and present for payment receipts and reconciliations.
- Perform other tasks and duties as assigned by supervisor.

Supervisory responsibilities: volunteers, in-kind sponsors, and vendors.

Qualifications:

Knowledge, skills, and abilities:

- Professional, articulate, friendly, and punctual. Possesses and exhibits the drive to provide exceptional service.
- Excellent communication skills, including writing, proof reading skills, and speaking. Excellent interpersonal skills both in person and by phone, with high professionalism.
- Must be flexible and able to adjust to meet changing needs. Must show enthusiasm for the job, the event (s), and the institution.
- Must be considerate, patient and willing to help fellow employees. Must be able to tolerate pressure and work calmly and efficiently during busy times.
- Must possess the highest work ethics, personal morals and honesty beyond reproach.
- Must be able to stand/walk for 8 hours; bend, push, pull; lift 30 lbs.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges.

Education: Undergraduate degree preferred; significant work experience can substitute for the degree.

Required Experience: Three years of progressive experience in event planning and management.

To Apply

Send cover letter and resume to:

Events Coordinator

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No phone calls please