



Livingston Depot Foundation
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Livingstondepot.org
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LIVINGSTON DEPOT CENTER

**POSITION DESCRIPTION: PROGRAM ASSISTANT/ EVENT COORDINATOR
(2022-03-01)**

POSITION IDENTIFICATION

Functional Title: Events and Program Assistant, Livingston Depot

Supervisor: Executive Director, Livingston Depot Center

POSITION SUMMARY:

The Program Assistant will coordinate private and public events, manage and schedule volunteers, and oversee social media marketing. This position will also work with the Director in creating, planning, and executing more Depot programming. Spearhead marketing and programs to improve and expand Depot offerings including but not limited to marketing for Depot events, promoting the Depot as a venue for private functions.

HOURS OF WORK:

Events and Program Assistant will start at 24 hours a week, but hours can increase dependent on events scheduled. Some weeks have potential for up to 40 hours with special events and activities as assigned. Must be available to work weekends, evenings, nights, and holidays when events are scheduled.

Pay is hourly depending on experience. 6-month probationary period. The Depot maintains some flexibility with this position as hours and workload vary with the season. There are no medical benefits.

PRIMARY ROLES AND RESPONSIBILITIES:

Private Events:

- Review and update Business Plan for private events
- Update and maintain Event Host Brochure
- Promote and Schedule Events
- Staff Events
- Assist in Event Set-up/ Clean-up
- Oversee Event Host Needs
- Maintain Event Calendar
- Research Improvements to event offerings

Depot Programming:

- Coordinate Volunteers for Depot Programming and Museum
- Promote new and current Depot programming (Press releases, social media, update print materials)
- Become Vice Chair of Events committee: Coordinate Health directives, Field inquiries, Promote Arts Fest (Press releases, social media, update print materials), Assist in event set-up
- Work with Director to develop, organize, and coordinate new Depot programming, philanthropic projects, and events

OTHER DUTIES MAY INCLUDE:

- Identify, collaborate, and utilize local organizations as partners
- Hold interviews with volunteers to assess individual or group needs
- Attend workshops and trainings relating to the organization
- Create ads for newspaper/radio, volunteer recruitment and fundraising
- Volunteer and Donor relations
- Assist in general office tasks
- Assist in museum operations as needed, included but not limited to museum set-up and teardown, gift shop set-up, etc.
- Special projects or other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Social media literacy, graphic design experience, and hospitality and/or retail experience.
- Flexibility and ability to work with a small team is a must.
- Communication & Sales: Customer service and interpersonal skills are required.
 - Present the Depot Center in a professional and courteous manner, ensuring that each client knows how unique and special the venue is.
 - Event coordinators talk to clients, listening to their needs and presenting ideas and solutions to their requirements. They also work with suppliers, contractors, employees, wait staff and many other parties at the same time.
- Coordinate details of events such as conferences, weddings, birthdays, anniversaries, charity events, surprise parties, trade shows, sales meetings, business meetings, employee appreciation events and virtual events.
- Calm Under Pressure: Many things can go wrong during an event, and something eventually will. Event coordinators need to remain calm during crisis and the high pressure of an event in progress.
- Organization: Many things happen all at once at meetings. Event coordinators need to stay focused and organized so that the event goes off without a hitch.
- Problem-Solving Skills: Inevitably, something will go wrong at an event. Being able to quickly solve the issue is required. Work with guest of honor to ensure all requests are met.
- The ideal teammate is collaborative, hands-on, and detail-oriented with a passion for historic preservation and serving the community of Livingston and surrounding areas through public programs and private events.

QUALIFICATIONS:

- Bachelor's degree preferred
- Ability to work nights, weekends, holidays as assigned
- Ability to maintain patient, tactful attitude at all times and work with the public in a competent manner
- Ability to work effectively with board members, staff, and volunteers
- Neat appearance
- Possess Montana drivers license
- Prior supervisory experience desirable
- Experience in hospitality, food service, or special events preferred

PHYSICAL REQUIREMENTS:

This position requires moderate to occasionally heavy lifting (up to 50 lbs), bending stooping, reaching, and exhibit installation and dismantling. There is movement associated with setting up and taking down of tables, chairs and displays for special events or activities. The work environment can be cold or hot depending on the season, there are hard floors.