

Job Description

Date Opened:	August 1, 2022
Date Updated:	August 1, 2022
Title:	Education Events Coordinator
Reporting to:	Director of Education, Programming and Museum Experience
Full/Part time	Full-Time
Exempt/Non-Exempt	Non-Exempt

Description

Reporting to the Director of Education, Programming and Museum Experience, the Education Events Coordinator is responsible for leading the organizing, planning, promotion, implementation and follow-up for internal education- and entertainment-related events hosted by Discovery Park of America. Included will be the oversight and operational management of the Discovery Awards Gala, the Military History and Armed Forces Symposium, Rhythm on the Rails, the Cardboard Boat Regatta, the Cruise-in, the Independence Day Celebration, the Antique Tractor Show, the David Crockett Birthday Celebration, the 9/11 Stair Climb, the Discovery Dash and Pediatric Day, exhibit openings, STEAM Saturdays and other programs and events designed to inspire and educate Discovery Park's guests.

Duties and Responsibilities

- Understand the requirements for each event and communicate those to internal team
- Develop and communicate plan for who will be responsible for each specific element of every internal event working closely with Discovery Park managers and directors
- Work closely with Discovery Park's marketing and PR team to drive attendance to all events
- Look for opportunities to spotlight event sponsors and ensure sponsor benefits are implemented
- Plan event with attention to time constraints
- Work closely with finance department on budget planning and management on all events with an eye toward getting the biggest roi on funds and labor invested
- Along with designated internal teammates, manage the booking of educators, speakers, entertainers, historic interpreters, craftspeople and others who participate in the education and entertainment of Discovery Park guests
- With the Discovery Park special events department, select vendors (food trucks, catering, musicians, etc.) while paying attention to quality and cost
- Work closely with the IT department on technology and AV requirements
- Reserve and manage spaces for events



- Oversee events and act quickly to resolve problems
- Evaluate event's success, produce and submit reports
- Occasional evening and weekend work required

Qualifications

- Experience as event coordinator or related position
- Above average writing and communication abilities
- A proven track record of organizing successful events or project management
- Proficient in MS Office
- Excellent vendor management skills
- Outstanding communication and negotiation ability
- Well-organized with the highest level of multi-tasking skills
- Ability to remain calm in stressful situations
- Willingness to learn new things and flexibility to pivot quickly when necessary
- High level of problem-solving abilities

Key Skill Areas

- Experience managing and implementing programs and projects
- Proven success on project teams
- Ability to manage a budget
- Degree in related field and three years of relevant experience required

Benefits and Perks

- A financially stable 501 (c)(3) non-profit with a much-needed mission of inspiring children and adults to see beyond
- Culture of teamwork with a fun group of professionals passionate about the mission
- Flexible vacation time
- Generous 401 (k), health, dental, vision, life insurance and other benefits
- Unique opportunity in Northwest Tennessee for working in the fast-paced, museum and heritage park field

To apply, [download your application here](#) , fill it out, and email it along with your resume to jobs@discoveryparkofamerica.com, fax to (731) 885-7276 or drop off at the Discovery Park ticket window.