



## **Event and Volunteer Coordinator**

Position reports to the Executive Director

### **Position Summary**

The Event and Volunteer Coordinator is responsible for planning, organizing, and directing annual events that provide engaging and rewarding experiences for attendees and connect the Folk School to the community. The position is responsible for annual and special events from start to finish, leading a dedicated team of staff, volunteers, vendors, artists, and performers. The successful candidate works closely with staff to ensure that all details are delivered on time, within budget, and at the desired level of quality. Events include, but are not limited to Fall Festival, Blacksmith and Fine Craft Auction, Friends and Family Day, Easter Egg Hunt, Olde Folks Party, and the Kids Christmas Party. The position manages volunteers required for events and other operations of the School.

### **Position Responsibilities**

- Oversee and facilitate all aspects of event planning from staff coordination and planning, facility use, vendor registration, staffing, volunteers and post-event breakdown
- Send and track correspondence with staff, vendors, volunteers, artists, and performers
- Work closely with the Marketing Director on the creation of event publications, signage, and general marketing
- Collaborate with the marketing team to enhance the event visibility in the local and regional community
- Collaborate with Folk School staff to continually improve the event experience for all participants
- Manage SlideRoom, the on-line application process for Fall Festival and other events as needed
- Create summary reports to be used for future event planning and budgeting
- Coordinate with vendors, exhibitors and stakeholders during event planning
- Establish standardized event procedures and train staff in properly executing them
- Coordinate stipends, travel, and room/board for event presenters
- Work directly with all event participants on resolving problems and responding to inquiries
- Develop individual event budgets and monitor expenditures to ensure accurate allocations
- Manage private rental events
- Develop and manage a Folk School volunteer program for events and other operations of the School

### **Education and Experience Requirements**

- Bachelor's Degree in Hospitality Management, Public Relations, or Marketing is preferred but not required
- 3+ years of event management

- Proven track record of producing and maximizing event opportunities
- Proficiency in Microsoft Office program suite
- Valid driver's license and proof of insurability

### **Skills**

Must demonstrate the following:

- Ability to coordinate several projects simultaneously, prioritize workload and work under deadlines
- Teamwork skills and the ability to lead and motivate others
- Clear and effective verbal and written communication skills
- Personal qualities of integrity, credibility, and dedication to continual improvement
- Outstanding attention to detail

### **Physical Demands**

The position requires that the employee be in good physical condition. The employee will need to be able to work on his/her feet for at least 8 hours a day, lift up to 40 pounds, be prepared to work in difficult weather conditions, and be able to work weekends and holidays.

### **Applications**

Please submit the following materials by e-mail at [jobs@folkschool.org](mailto:jobs@folkschool.org), or by USPS to:

Human Resources Manager  
John C. Campbell Folk School  
One Folk School Road  
Brasstown, NC 28902

1. Cover Letter that expresses your desire to work at the Folk School and reasons for interest in the position.
2. Resume detailing education and work experience.
3. Contact Information for three professional references.

Review of applicants will begin immediately and continue until position is filled.