



SCISSORTAIL PARK FOUNDATION/MYRIAD GARDENS FOUNDATION

Job Description

Job Title: Events Coordinator

FLSA Status: Non-exempt

Reports to: Director of Events

Work Schedule: Full Time with Benefits; 40-hour per week with a schedule that varies based on the events calendar. Includes regular evening, weekend, and daytime office hours as needed.

Summary

The Events Coordinator is responsible for providing comprehensive organizational, administrative, and on-site support for all public events held at Scissortail Park and Myriad Botanical Gardens in downtown Oklahoma City. Working closely with the Director of Events, this role plays a vital part in ensuring events are executed seamlessly, from initial concept, planning, and day of setup to event breakdown. As the primary on-site contact for events, the Events Coordinator serves as a key representative of the Park and Gardens, delivering exceptional customer service and coordinating logistics with internal teams and external vendors.

The ideal candidate is detail-oriented, customer-focused, and thrives in a fast-paced environment with the flexibility to work evenings, weekends, and holidays as needed. This position also supports internal Scissortail Park and Myriad Botanical Gardens private and public rentals when scheduling allows.

Essential Duties and Responsibilities:

- Curate unique and engaging special events that meet department revenue goals for the Park and Gardens, including but not limited to markets, holiday events, themed events, wellness events, and special programming.
- Secure and coordinate all appropriate permits, licensing and other required local municipal approvals prior to event occurrence; manage material and signage needed for event presentation.
- Meet with presenters, vendors, and stakeholders to coordinate program execution; prepare contract agreements and coordinate all elements necessary to produce the highest quality programs and events.
- Create and adhere to project timelines for special events and programs; monitor progress of event and program registration, sales, and revenue goals; work with the Director of Events to adjust plans and strategy as necessary to meet the Park and Gardens' mission and goals.
- Serve as the main point of contact and develop relationships with local vendors including, but not limited to, food/alcohol vendors, local businesses, and community organizations.
- Assist with on-site event set-up, production, tear down, and follow up processes for events as necessary.
- Collaborate cross-functionally between departments, vendors, and staff members.
- Assess an event's overall success and submit event data to Director of Events.
- Perform other duties as assigned including providing office and event/program assistance in other related departments at the Park.

- Provide timely feedback to the Director of Events regarding any issues related to venue maintenance or customer satisfaction.
- Collaborate with members of the Programming Department team.

Supervisory Responsibilities

- This position has no supervisory responsibilities.

Education and/or Experience

- High school diploma or equivalent.

Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License.

Computer Equipment and Software Requirements

- Intermediate to advanced skills in Microsoft Office, particularly Word and Excel, and standard office equipment.

Knowledge, Skills and Abilities Required

- Excellent oral and written communication skills.
- Excellent organization and customer service skills.
- Ability to stay calm under pressure.
- Must present professional appearance and a positive, enthusiastic attitude.
- Must be able to multi-task, return all emails and phone calls in a timely manner and work well in a team atmosphere.

Physical Requirements

- Must be able to sit or stand for extended periods.
- Must be able to bend, stoop and lift on occasions.
- Must be able to climb stairs.
- Must be able to lift and push event equipment, i.e., tables, chairs, audio visual equipment, chair and table carts.

Additional Job Requirements

Clearance of background check.

Work Environment

The employee will work in both an office and botanical gardens environment. There are locations visited while executing job duties that may not be wheelchair accessible; some time may be spent outside in various weather conditions.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Equal Opportunity Employer: Employer does not to discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.

I acknowledge that I have read and understand this job description.

Employee signature

Date