

## Event Coordinator at the Dahl Arts Center

<b>Organization:</b>	Rapid City Arts Council
<b>Location:</b>	Dahl Arts Center, Rapid City, South Dakota
<b>Type of Position:</b>	Part-Time Hourly, Evenings & Weekends Required, 20-29 hours/week
<b>Est. Hours:</b>	10-15 hours in office, preferably Wed-Fri 10-15 flexible hours for events, most events Thurs-Sat Minimum of 20 hours guaranteed
<b>Date Posted:</b>	8/24/23, Applications accepted through 9/09/2023

### About Rapid City Arts Council & Dahl Arts Center

The Rapid City Arts Council (RCAC) brings the arts and people together. Our mission is to champion inclusive, innovative and inspiring arts opportunities to enrich the communities we serve. RCAC is a nonprofit arts organization that supports artists and fosters the creation, accessibility, and understanding of the arts for diverse audiences through exhibitions, events and educational programs. RCAC has managed the public Dahl Arts Center (the Dahl) since it opened in 1974. The Dahl now serves as Western South Dakota's premier hub for the arts. The Dahl houses five art galleries, an education complex, and the John T. Vucurevich Event Center, which provides a creative welcoming venue for community events. Learn more: [www.rapidcityartscouncil.org](http://www.rapidcityartscouncil.org) & [www.thedahl.org](http://www.thedahl.org)

RCAC is seeking applicants for an Event Coordinator position dedicated to providing excellent service to diverse clients hosting events at the Dahl Arts Center.

### About the Event Coordinator Position

As the Event Coordinator, you will provide support for clients renting the Dahl facilities and for RCAC's exhibits, arts education and performing arts teams. You will serve as a point of contact for facility rentals and events with direction from our Community & Events Manager, ensuring clients receive excellent service from booking to the time of the event. You will coordinate event plans with clients, communicate requirements to staff, respond to client requests, and set up and execute events. Events range in size and duration. Examples include artist markets, corporate meetings, concerts, exhibit receptions, weddings, and fundraisers. You may also assist with signature events hosted by RCAC, including film festivals, concerts, art walks and receptions. You will partake in our community-based mission while contributing to our goals for growth and improving services and quality of facility rentals.

A successful Events Coordinator will enjoy event planning and problem solving in an active work environment. You must be an outgoing communicator, adaptable in demanding circumstances and enthusiastic about engaging a range of clients with a positive attitude. Strong organizational skills and a heart for service are required. Interest and experience in the arts are a plus.

### Duties Include

- Office duties 2-3 days per week, including responding to facility rental inquiries via email and telephone and coordinating bookings with manager
- Meet with clients as assigned; provide facility tours
- Serve as a point of contact in planning client events
- Support the event planning process by gathering and communicating relevant information, including room layout and tech requirements

- Communicate event rental information to staff
- Manage event supplies inventory, including alcohol
- Ensure event facilities are tidy, including prep and tech areas
- Arrange and assist in event setup, including stage, lighting, sound, and decor
- Serve as on-site event manager for approximately 1-3 events per week, including evening and weekends
- Supervise staff and handle client requests during event
- Tend bar (beer and wine) during events and ensure staff follows alcohol laws and regulations
- Oversee and execute event teardown
- Report event outcomes to management
- Assist in RCAC staff in planning and executing signature events
- *Perform other duties as assigned*

### **Valuable Skills & Qualifications**

- 3+ years customer service experience
- Previous experience on event staff a plus
- Excellent verbal and written communication skills
- Demonstrated ability to organize information and attend to details
- Demonstrated reliability
- Able to handle the physical demands of event setup and tear down, including moving tables and chairs
- Must be a serious team player who is responsive and values accountability
- Must be able to lift 50 pounds
- Must be 21+ years of age to accommodate alcohol laws and regulations

**Compensation:** \$14.50 - \$16.25/hour (+ any tips) based on experience and qualifications. Great opportunity to develop event planning experience and skills and a network. Opportunities for advancement.

### **How to Apply / Contact**

Interested candidates are encouraged to apply by September 9, 2023.

Please apply on Indeed [OR](#) submit your resume via email to [admin@thedahl.org](mailto:admin@thedahl.org).

Please (1) include "Event Coordinator Position" in the subject line and, (2) tell us why you want this job in the body of the email.

Successful candidates will be contacted for an interview. No calls please.

### **We are An Equal Opportunity Employer of Creative Individuals**

The RCAC is committed to equal employment opportunities. We do not discriminate based on any classification protected by applicable federal, state, or local law, including but not limited to sex, race, religion, color, national origin, ancestry, creed, gender, pregnancy, age, genetic information, military status, gender identity, sexual orientation, disability, or on any other basis that would be in violation of any applicable federal, state, or local law. This applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits. We make reasonable accommodations for known physical or mental disabilities of qualified job applicants or employees to allow them to perform essential job duties.