

# Tour/Event Coordinator

## **ROLE**

The Tour/Event Coordinator plans and carries out the annual BRING Home and Garden Tour and assists with other events. The Coordinator supervises volunteer groups and individuals. The Coordinator is a .25 FTE salaried employee who reports to the Development Director and works with the Executive Director, Financial Manager, Business Manager, Administrative Assistant and other staff, as needed.

## **RESPONSIBILITIES:**

- Review and update Sponsorship and Media Kits as needed
- Set timeline and benchmarks for successfully planning and producing Tour
- Secure commitment from co-hosts (City of Eugene & EWEB)
- Identify and sell sponsorships
- Identify, contact, train, and supervise key volunteers
- Identify and secure key vendors, including graphic designer and printer
- Identify and secure Tour sites (10-12/year)
- Identify, contact, and secure key partnerships (businesses and organizations)
- Coordinate production of Tour Guide: sales, photos, writing, editing, maps, printing and distribution
- Coordinate production and distribution of tickets, posters, flyers, banners, ads, and other promotional items
- Secure ticket sales outlets; organize and supervise ticket sales procedures
- Plan and organize volunteer appreciation and site host parties; secure donations of food
- Secure donated door prizes and thank-you gifts
- Coordinate and oversee the Tour on the day of the event
- Review and update Tour Manual as needed
- Assist with planning and coordinating other events as needed

## **KNOWLEDGE**

- BRING's mission.
- Concepts of sustainability (building, gardening, living).

## **SKILLS**

- Excellent organizational skills.
- Excellent written and verbal communication skills.
- Excellent sales and marketing skills.
- Graphic design skills a plus.
- Experience supervising and working with volunteers and community members.

## **ABILITIES**

- To prioritize tasks and activities appropriately.
- To keep accurate records.
- To work independently with minimal supervision.
- To work as a team leader and team member.
- To lift 25#, perform desk and physical labor, work in indoor and outdoor conditions.

## **OTHER JOB REQUIREMENTS**

- Attend meetings, as needed.
- Keep accurate daily timesheets.
- Maintain valid driver's license, insurance and insurable driving record.

**Disclaimer:** This job description indicates the general nature and type of work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required.

Approval:

---

Executive Director

---

Date