



Title: Events Coordinator
Employment Type: Full Time
Compensation: Commensurate with experience
Application: apply online at www.dowgardens.org/careers

Position Summary

The Dow Gardens Events Coordinator supports the Guest Services & Programming team in coordinating and creating events to be experienced by the more than 230,000 guests who visit Dow Gardens each year. The Events Coordinator will oversee the complete lifecycle of events (brainstorming, planning, campus communications, implementation and evaluation).

Responsibilities

- Successful execution of existing (Butterflies in Bloom, Lunchtime Concerts, Halloween Hike, Christmas Walk) and new events throughout the campus of Dow Gardens
- Bring a lively and engaging energy to Gardens events
- Support the Guest Services & Programming team in the set-up, implementation and tear down of programs as needed
- Monitor, collect and analyze event data in order to offer suggestions for improvement and increased engagement
- Lead event creation and cooperative efforts to set event expectations
- Maintain event timelines and budgets
- Participate in the selection of external vendors and negotiating of contracts to fulfill project and business needs, while optimizing budget
- Perform vendor management and expectation setting responsibilities
- Support Marketing and social media efforts for events.
- Other duties as assigned

Qualifications

- Bachelor's degree in Marketing, Business, Communications or related field
- 2+ years' experience in interpretation, public programming or education
- Onsite event support, evening/weekend hours as required
- Positivity, enthusiasm, and energetic characteristics
- Strong organizational and project management skills
- Excellent customer service, communication and interpersonal skills
- Ability to work independently and as part of a team

About Dow Gardens

Since being established in 1899, as a home for Herbert H. and Grace A. Dow and family, the 110-acre Dow Gardens now welcomes more than 200,000 guests per year. Visitors are invited to leave the pathway and explore the uniquely-designed landscape, take a tour of the historic Pines Home, participate in one of many hands-on educational programs, stroll the nation's longest canopy walk, and discover beautiful art and music in a relaxed setting.

Dow Gardens is a signature gift of The Herbert H. and Grace A. Dow Foundation.