



Tower Grove Park

Job Title: Part-Time Event Coordinator

Department: Community Programs

Summary

Responsible for coordinating events and being the day- of liaison for Tower Grove Park. Must maintain a friendly, calm disposition and act professional with enthusiasm and a positive attitude, even during stressful situations. Must provide outstanding customer service and organize an event that leave our guests with perfect memories.

Primary Responsibilities:

- Be available to work 3 weekends out of each month and on week day evenings and some week days for rehearsals
- Be an ambassador to all guests of the Park
- Arrive on time and neatly groomed for events
- Assist the bridal party with processional/recessional
- Cue musicians during ceremonies
- Work with Butler's Pantry to get the space set and ready for reception after ceremony
- Familiarize vendors to the space
- Help to set up flowers, candles, etc. for ceremonies and receptions
- Acquaint yourself with information about Tower Grove Park event spaces so that you can assist with tours

Requirements:

- Excellent communications skills with high professionalism
- Excellent organization and time management skills
- Event management experience preferred
- Ability to manage multiple projects simultaneously

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Tower Grove Park is an Equal Opportunity Employer

Hourly Rate of \$12.00

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Resumes are to be emailed to aschroeder@towergrovepark.org or mailed to:

Tower Grove Park
4256 Magnolia Avenue
St. Louis, MO 63110

Attn: Event Coordinator

Contact the Reservations & Facilities Coordinator, Abbey Schroeder, at aschroeder@towergrovepark.org for additional information or questions regarding this job position.

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