



## **Event Coordinator**

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: [www.cranbrook.edu](http://www.cranbrook.edu).

The **Event Coordinator** is responsible for providing a high level of event coordination/planning and logistical services for meetings and events held at Cranbrook Educational Community venues. This includes promotion, outreach, and sales of events at Cranbrook venues.

### **Responsibilities include, but are not limited to:**

- Coordinate, plan and manage meetings and special events held at Cranbrook Institute of Science, Academy of Art, Art Museum, Center for Collections, and school facilities.
- Develop and implement marketing and sales plans supporting Cranbrook's facility rental program.
- Attend event planning meetings with internal and external customers to determine scope, timeline, identify and facilitate resources and coordinate logistical requirements.
- Assist Cranbrook Public Relations & Marketing Team in the review and design of marketing materials to publicize Cranbrook Facility Rental program and venues.
- Provide site tours of venues. Attend assigned events as on-site Coordinator and main point of contact to complete final walk-through and ensure Cranbrook regulations are adhered to.
- Respond to email and telephone inquiries for campus-wide rental information. Provide venue pricing, specifications and services to clients and vendors and collect payments.
- Develop Client Facility Rental Agreement.
- Coordinate event logistics for facility rentals, meetings, fundraisers, and special events held at Cranbrook Educational Community.
- Initiate requests and prepare Event documents for City and State required permits and licenses.
- Prepare event request forms, client contracts and invoices as required.
- Plan and request event staffing, resources, and support from internal departments within established lead-times. Schedule events in Master Booking System.
- Participate in the Event Department budget development process.
- Coordinate Cranbrook's commercial photography sessions, including scheduling clients, collecting fees, booking security and other campus services.
- Work in conjunction with the Director of Sustainability & Business Services to recommend, coordinate, and schedule restoration and repair projects for Cranbrook venues
- Arrange and attend post event meetings to discuss event outcomes and address areas of improvement.
- Collect, deposit and/or distribute revenues in a timely manner.

- Supervise and train Event Assistants/Interns, develop and update training manuals as needed.
- Cross-training to assist Event Department where needed.
- Maintain attendance, punctuality, and performance standards set forth in CEC employee handbook.

**Requirements:**

- High School Diploma or GED required. A Bachelor's degree in Hospitality, Meeting Planning, Event Management, or Business Management preferred.
- Two years of event planning experience required (including marketing and sales of events).
- Active participation in professional event planning associations preferred.
- Ability to handle multiple projects and tasks simultaneously and deal with unexpected situations in a highly professional and efficient manner.
- Excellent written and oral communication skills required.
- Strong organizational and event coordination and planning skills required.
- Requires strong computer proficiency in Microsoft Office (Word, Excel) utilizing a variety of equipment. Experience with event planning software preferred.
- Occasional lifting and carrying up to twenty pounds is necessary. Must be able to navigate the variable terrain of the Cranbrook Educational Community grounds and historic buildings.
- Must be able to work a flexible schedule and possess a valid Michigan Driver's License with a satisfactory driving record.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement programs with employer contribution. We also offer generous paid time off, 11 paid holidays and 3 floating holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or email [humanresources@cranbrook.edu](mailto:humanresources@cranbrook.edu) or fax (248) 645-3014. Our applications can be downloaded from the Employment page of our website at [www.cranbrook.edu/employment](http://www.cranbrook.edu/employment).

**(Please note that a fully completed employment application is required for consideration.)**