



ARTS COUNCIL for Monterey County

POSITION: EVENTS COORDINATOR

REPORTS TO: Programs Director

STATUS: Part-time / Non-Exempt

Under the general direction of the Programs Director, the Events Coordinator is responsible for the coordination and planning of all live or virtual events and administrative tasks as assigned, to create meaningful, well-organized experiences across the county.

RESPONSIBILITIES:

- Plan and coordinate logistics for a wide range of events, including:
 - Board and Team meetings, as needed
 - Quarterly staff development events
 - BusinessWorks workshops: Topic Development, speaker recruitment, quarterly scheduling
 - Fundraising and donor appreciation events in coordination with the Executive Director
 - Community festivals and events serving as a liaison to represent Arts4MC and elevate our mission and programs.
 - Receptions for Teaching Artists, Volunteers, Grantees and Exhibitions
 - In collaboration with the Arts Education Manager:
 - Professional development trainings for educators and artists
 - Poet Laureate receptions
 - Annual Poetry Out Loud competition

- Coordinate events promotion and volunteer engagement:
 - Collaborate with the Marketing and Communications teams to promote events and recruit volunteers across platforms
 - Serve as the Volunteer Coordinator to engage, train and manage relationships with community volunteers
 - Maintain and distribute the Volunteer Handbook

- Oversee event logistics and project management:
 - Record and update all events on the Arts4MC Organization calendar
 - Track, manage, and report event-related expenses
 - Ensure the Arts4MC van is clean, organized, and in good working condition
 - Manage inventory and organization of event supplies and storage unit
 - Collect feedback and assist in evaluating events to support continuous improvement

Arts4MC is an Equal Opportunity Employer

OTHER

- Other responsibilities as assigned by the Programs Director or Executive Director.

KNOWLEDGE, SKILLS AND ABILITIES:

Required

- B.A. in related fields such as Arts Administration and Event Management or equivalent experience (minimum 3 years)
- Strong ability to take ownership of responsibilities, establish priorities, and work independently with minimal supervision
- Effective problem-solving skills and sound judgment
- Demonstrated ability to work respectfully and effectively with individuals from diverse socioeconomic, cultural, ability, and ethnic backgrounds, with sound judgment on the appropriateness of content for the target audience
- Proficiency in G-Suite, Microsoft Office Suite (Word, Excel and Publisher) and project and event management programs such as Asana, Eventbrite, Sign-up Genius
- Excellent written, verbal, and presentation communication skills
- Willingness and availability to work evenings and weekends as needed
- Ability to travel within Monterey County with reliable transportation and insurance
- Comfortable driving a small cargo van
- Ability to meet the physical requirements of the position, with or without a reasonable accommodation (including lifting/pushing/pulling up to 25 pounds and navigating stairs)
- Interest or experience in arts, culture, or the nonprofit sector is a plus

Compensation & Work Details

- Pay Rate: \$25-\$28 per hour, depending on experience
- Schedule: Part-time (20 hours per week); non-exempt hourly position
- Location: Primarily in-person. This is an event-focused role that requires regular on-site support across Monterey County, in-office meetings and trainings, and occasional local errands. Flexibility is available for remote project management tasks.
- Benefits: This position does not include health or retirement benefits
- Stipends: Monthly cell phone stipend provided

To Apply

Please submit your resume and cover letter to alejandra@arts4mc.org by Monday, June 23, 2025. Early applications are encouraged; position will remain open until filled.