



DIRECTOR OF EVENTS

THE MONTPELIER CENTER FOR ARTS & EDUCATION

The Montpelier Center for Arts & Education ("MCAE") is a 501(c)3 non-profit located in Montpelier, Virginia/Western Hanover County. The MCAE is an invaluable resource to the community and surrounding area.

With a vision to serve as a key resource for cultural and education enrichment in Central Virginia, the Montpelier Center for Arts & Education's overall mission is to engage and enrich the community through a variety of cultural and educational opportunities.

Position Description

The Director of Events of The Montpelier Center for Arts & Education ("TMC") reports directly to the Executive Director and will be responsible for assisting in all operational needs related to the following areas: coordinating rentals, vendors for events, and volunteers, website and communications support, as well as development support.

A full description of the major categories, responsibilities and duties is attached to this document.

Professional Qualifications

- A successful candidate for the Director of Events position will possess a minimum of a Bachelor's degree or equivalent work experience in the nonprofit sector or a related field
- The candidate will be expected to have **strong computer skills** such as **Quickbooks**, Microsoft 365 (specifically **Excel**, **Access**, Word) skills and utilize current software and technology in handling day-to-day office tasks.
- The candidate must have **strong organization skills**, able to **multi-task**, advanced written and verbal **communication skills**, possess a positive attitude, be self-directed, and be flexible.



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JOB EXPECTATIONS

The mission of The Center is to engage and enrich the community through a variety of cultural and educational experiences

Expectations in the Following Areas:

1. Operational Support

A. Administration

1. Assist with daily operations of the office as directed by the ED (Executive Director)
 - a. answering phone calls and general emails, greet walk-in visitors and contractors, receive mail/packages, etc.
2. Assist ED & PC (Program Coordinator) in maintaining the website

2. Rental and Event Support

A. Rental Support

1. Coordinating & Scheduling renters, caterers, and decorators
2. Schedule setup and take down w/event staff
3. Secure floorplan, open/close times, & point-of-contact in a timely manner
4. Manage rental payments and send invoice reminders; track payments; submit Check Requests security deposit to ED after rentals
5. Enter payments into Quickbooks and mark on Rental Agreement
6. Maintain preferred vendor list and solicit new vendors
7. Send follow up letter with brick brochure if applicable (weddings)

B. Event Support

1. Attend select Center events
2. Assist in the planning and follow up of events
3. Assist PA in updating and managing the SalsaLabs database (*participants, sponsors, vendors, etc. who pay with check or cash*)
4. Submit sponsor recognition letters to ED after events
5. Assist in keeping website updated

3. Development Support

- A. Submit donor recognition letters to ED
- B. Track donor recognition to ensure every donor is thanked in a timely manner
- C. Assist with Annual fundraiser planning, coordination, and recognition of donors (cash, in-kind, auction donors, etc.)

4. Volunteers

- i. Coordinate volunteers needed for programs, events, office support, etc.
- ii. Ensure that volunteer check-in procedures are followed, maintained, & that hours are tracked
- iii. Maintain relationships with volunteers by showing appreciation, positive and timely communication, and requesting periodic feedback
- iv. Maintain a volunteer list: including areas of interest, contact information, etc.