



**Position Title:** Events Coordinator  
**Department:** Programs  
**Reports to:** Director of Programs  
**Category:** Non-Exempt  
**Status:** Regular Full-time, Benefit Eligible

Taliesin Preservation, Inc. (TPI) is a Wisconsin 501(c)(3) founded in 1990. As stewards, TPI's dual mission is to preserve the cultural, built and natural environments that comprise the Taliesin property in Spring Green, Wisconsin, and to conduct public educational and cultural programming that provides a greater understanding of Frank Lloyd Wright's architecture and ideas. To learn more about our work, please visit [www.taliesinpreservation.org](http://www.taliesinpreservation.org).

**Position Summary:**

The Events Coordinator (EC) coordinates, from start to finish, the administrative and logistical aspects of all events at Taliesin Preservation including private and special events, and ensures events are organized within budget and executed as planned.

**Definitions:**

Private Events: are events using either the Frank Lloyd Wright Visitor Center and/or Taliesin Estate as venues booked by outside parties.

Special Events: are TPI-planned events using either the Frank Lloyd Wright Visitor Center and/or Taliesin Estate as venues.

**Essential Functions:**

- Serve as the primary contact and coordinator on all private entertaining and special events;
- Coordinate event planning to ensure a positive guest experience;
- Prepare and present, creative, timely and effective private entertaining proposals for interested groups;
- Work with the Programs Manager to solicit and monitor leads for event sales;
- Create and coordinate the timeline for all events and provide periodic progress reports to supervisors;
- Coordinates food, beverage and serving needs in compliance with TPI's alcohol and special events policy;
- Work with department managers to coordinate event budgets and work with Programs Manager on costs and services with vendors;
- Arrange, store and order all supplies and decorations at assigned locations throughout estate and Visitor Center;
- Coordinate on-site production and clean up for events;
- Work with peers to coordinate invitation and registration, and organize and manage attendee check-in process;

- Working with Programs Manager, identify and pursue strategic opportunities for growing private events and create and maintain a system for tracking results, outcomes and improvements;
- Work with approved outside catering options for private events;
- Meet or exceed goals for growing and diversifying event and facility rental;
- Provide Communications staff content for special events and social media marketing;
- Work with Human Resources to arrange for temporary and volunteer event staff as required;
- Other duties as assigned.

**Minimum Qualifications:**

- 2 years of experience as an Event Coordinator or a similar role;
- Bartending license or ability to obtain one;
- Demonstrated interpersonal skills including the ability to collaborate with peers and staff and professionally interact with a diverse range of constituents, including staff, volunteers, Board members, donors, community leaders, media, vendors, program participants, and the general public;
- Demonstrated initiative, sound judgment and the ability to maintain confidentiality;
- Strong organizational, time management, and problem-solving skills with the ability to prioritize projects and tasks.
- Excellent oral and written communication skills;
- Computer proficiency at an intermediate level including word processing, database management, spreadsheet creation and management, and report production;
- A valid driver's license and a clean driving record;
- Ability to analyze available information for the purpose of coordinating efforts, planning and implementing projects; and
- Ability to work a flexible schedule including evenings and weekends.

**Preferred Qualifications:**

- Undergraduate degree from an Event Planning and/or Hospitality Management program, or an equivalent combination of education and experience;
- Experience in a non-profit environment;
- A knowledge of the life and work of Frank Lloyd Wright, Taliesin, and the mission of Taliesin Preservation.
- Knowledge of local tourism destinations, accommodations, and regional resources.

**Physical Demands and Employment Environment:**

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this job.
- Physical Demands: While performing the essential functions of this job, the employee is regularly required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; and consistently talk or hear; and occasionally taste or smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- Work Environment: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

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**Signature of Position Holder**

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**Date**

This description does not constitute a contract for employment with Taliesin Preservation, Inc., or any affiliate, either express or implied, and TPI reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion. Furthermore, the provisions of this description are designed by TPI to serve as guidelines rather than absolute rules, and exceptions may be made from time to time on the basis of particular circumstances.