



Wedding and Events Coordinator

Village of Hinsdale

Contact Name: Tracy McLaughlin

Contact E-mail: tmclaughlin@villageofhinsdale.org

Contact Phone: 630-247-6364

Closing Date:

Salary: DOQ. Wage range is \$24.37 - \$34.08

Description:

https://www.villageofhinsdale.org/departments/human_resources/employment_opportunities.php

POSITION: Wedding and Event Coordinator
DEPARTMENT: Parks & Recreation
REPORTS TO: Parks and Recreation Superintendent
POSITION PAY GRADE: Position wage range is \$24.37 - \$34.08 - starting wage is dependent upon qualifications
FLSA STATUS: Non-Exempt

Position Purpose

This is a part-time position (29 hours per week) in the Parks & Recreation Department that will oversee all sales, marketing, personnel, contractors, and event programming for the Katherine Legge Memorial Lodge.

The Katherine Legge Memorial Lodge (KLM) was built in 1927 and designed by R. Harold Zook, one of the most renowned residential architects in the western suburbs. The Lodge welcomes a variety of special events and occasions including weddings, social functions, corporate meetings and retreats. For more information please visit <https://www.klmlodge.com/>

Supervision Exercised

This position supervises the Lodge Staff and contractors as assigned.

Essential Duties

This position is responsible for sales and event planning, maximizing revenue-generating opportunities, following up on leads and tracking of data, development and execution of marketing plans, assisting customers with event objectives and requirements, preparing rental contracts and floor plans, scheduling Event Hosts to work to ensure proper staffing, scheduling contractors as needed, maintaining event records, ensuring facility policies and procedures, assuring customer service excellence, providing activity reports, and preparing financial reports. This position reports to the Parks and Recreation Superintendent in the Parks & Recreation Department.

Work Schedule

Hours are generally Monday through Friday, 5 – 6.5 hours per day, working up to 29 hours per week. Hours are dictated by the Parks and Recreation Superintendent based on the needs of the facility and the Village. Some evening, weekend and holiday work may be required. This position will work out of both the Hinsdale Village Hall and the KLM Lodge.

Rate of Pay and Benefits

This position participates in the Illinois Municipal Retirement Fund (IMRF). After one year of service, this part time role is eligible for 37.5 hours of annual Paid Time Off (prorated first year). There are no additional benefits associated with this position.

Position Requirements

- Have a high school diploma or equivalent, some college coursework is preferred
- Knowledgeable in using RecTrac software is preferred
- At least one year of experience in a similar sales or event planning position
- Previous supervisory experience preferred
- Excellent communication, problem solving and customer service skills are required
- Report writing and knowledge of Microsoft Office, Excel is required
- Marketing, strategic planning and facility management experience strongly preferred
- Flexibility to accommodate a changing work environment, exceptional attention to detail, and ability to work in a multi-task environment required.
- Outgoing and energetic work style with a focus on customer service excellence.

Environmental Factors & Physical Requirements

The work environment generally includes an office setting, with occasional meetings and work tasks at The Lodge. The noise level is usually quiet. This position is regularly required to sit in a chair; use hands to touch (e.g. computer mouse), handle (e.g. telephone), type (e.g. keyboard) or feel (e.g. paper); reach with hands and arms, and see, talk and hear. Occasionally required to stand; walk and stoop, kneel, crouch or crawl. May lift and/or move up to 25-50 pounds. Occasionally, must be able to move furniture, such as tables and chairs. Specific vision abilities include the ability to read a computer screen. Position requires the ability to meet with clients, employees and contractors, and provide tours of the facility. Work locations include the Lodge and the Village Hall.

Applications are accepted until the position is filled. The Village is an Equal Opportunity Employer.

To apply, please submit a completed application, resume and cover letter to hr@villageofhinsdale.org . Applications are available at www.villageofhinsdale.org.