



Tyrconnell Heritage Society

Event & Facilities Coordinator Job Description

Created April 23, 2025 by Angela Bobier, Executive Director

Highly creative, organized, professional, and well-rounded **Events & Facilities Coordinator** facilitation, planning, administration, and execution of events and ongoing programs. Reporting to the Executive Director, this role will ensure the development and delivery of outstanding events, special guests, facility rentals, community collaborations, and outreaches.

Position: Full-time position at 35 hours per week. Some weekend and evening work required.

Compensation: This position pays \$20.00 per hour and will include working many Saturdays and Sundays, weekdays, some holidays, and evenings. Shifts are normally 9am-5pm but will change due to special museum events.

Work Term: 40 weeks

Role Responsibilities:

- Execute the annual event plan
- Identify opportunities to expand the Backus-Page House Museum's reach through strategic collaborations, outreaches, programs and events
- Ensure the seamless coordination and execution of events, educational programs, and facility rentals
- Coordinate and supervise staff and volunteers in the successful execution of events
- Support the recruiting, training and mentorship of staff and volunteers
- Identify organizational opportunities for community engagement through partnerships and participation in relevant community committees
- Report to the Executive Director on plans, goals and results
- Provide post-event analysis, using both quantitative and qualitative feedback to consistently improve museum events and services
- Work with the team, visitors, and community partners to ensure all events and experiences are accessible, inclusive, diverse, engaging, and relevant
- Support the overall visitor experience and work collaboratively with all staff
- Manage and monitor relevant budgets and participate in annual budget process
- Act as key staff on duty as needed

Skills & Requirements:

- 1+ years' experience in an event coordination role
- Post-secondary education or related experience
- Valid Vulnerable Sector Screening
- Demonstrates expertise in planning and managing events and programs
- A highly organized and flexible multi-tasker who can balance multiple priorities
- Uses data and feedback to make informed decisions
- A strategic thinker who exercises good judgement and problem-solving
- Works collaboratively with team members and models positive leadership
- Community-minded, emphasizing strong relationships and connections
- Experience in the museum, not-for-profit or charitable sector is an asset
- Physically able to lift 50 lbs
- Smart Serve, Food Safety, and CPR certificates
- Experience using Square, Canva, Microsoft Office, and social media
- Familiar with local/museum history/heritage to deliver/coordinate tour presentations when needed
- Valid and unrestricted Class "G" drivers' license with access to reliable transportation.

Core Responsibilities

Facility Rental Registration

- Respond to public interest in space rentals and partnerships
- Facilitate tours and negotiate rental agreements, contracts, ensuring documentation is complete
- Complete documentation and book rentals in the event calendar
- Source opportunities for partnerships and possible events in collaboration with management
- Ensure cleaning staff are notified of any special needs a week before the event
- Follow up with a customer survey for clients that will be accessible to management and ensure quality service

Marketing

- Design and delivery of posters and social media content
- Update the website, ticketing, and payment systems with new event content and news releases
- Create and facilitate marketing and promotional materials for Museum activities associated with exhibitions, events, general awareness, and educational programs.

- Create social media content and user engagement reports on social media platforms.
- Contribute to the design, creation and distribution of the Museum's newsletters.

Front of House and Ticket Sales

- Oversee ticket creation and monitor sales
- Ensure ticket booths are manned and equipped for public entry during events
- Assist Museum Visitors by giving tours of the House, Agricultural Centre, grounds and outbuildings.
- Assist Museum visitors with research requests including retrieving materials, answering questions, training individuals in the primary use of materials from the collection.
- Support operations and activities at the Museum gift shop including sales, inquiries, admissions, program registration, and event space rentals.
- Support Museum public programming, as required.
- Enter membership, sponsorship and donation data entry

Volunteers Development

- Maintain volunteer database and relationships with volunteers of the museum
- Create and maintain volunteer orientation manuals
- Train new staff and volunteers on events and orient them to museum systems and processes
- Schedule volunteers for upcoming events

Event Coordination:

- Plan, implement and evaluate events, programs and rentals.
- Purchasing required materials, equipment and services for events.
- Coordinate day-of event activities including promotion, coordination of staff and volunteers, logistics and event supervision.
- Perform post-event evaluations to highlight and review results of programming efforts, overall impact, and identify areas of improvement for future events.
- Review submitted expenses and ensures all expenses are within budget and revenue projections are met.
- Set up chairs, tables, space, sound equipment/sound tech and projector presentations
- Prepare and inventory supplies
- Signage displays for public directional instructions, merchandising, and safety
- Monitor Sales during the event
- Clean up and secure the buildings and grounds upon completion of the event – last to leave the grounds
- Attend event committee meetings as chairperson, secretary or team member
- Assist with museum fundraising, sponsorships, and budgets

All Round Museum:

- Complete site maintenance and cleaning tasks during opening and closing procedures of the museum
- Some historical research and writing will be required to further the museum's interpretive plans and visitor experiences
- All staff are expected to participate in all areas of the museum in a collaborative effort to complete projects and tasks
- Support collections management while adhering to conservation standards and best practices for cataloguing, database management, exhibition, storage and installation of exhibits.
- Assist with the creation of in-house exhibitions including conception, research, development, and installation.
- Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, by-laws, policies, procedures, and guidelines.
- The candidate may be required to use their personal vehicle to travel to other facilities, meetings, events, etc. and must maintain the ability to travel in a timely manner to other facilities, work locations or sites as authorized by the Executive Director for business reasons.