



## **Event Coordinator**

*Fort Ticonderoga is a non-profit educational organization, museum, historic site, center of education, and major cultural destination. We are committed to an authentic and engaging visitor experience in all facets of our public engagement and programs and uses of our landscape, structures, exhibits, and collections to educate its 70,000 annual visitors about our site's history and nation's military heritage.*

### **Vision:**

We aspire to enrich the human experience and strengthen citizenship by fostering critical thinking, historical literacy, and an appreciation of beauty.

### **Fort Ticonderoga's Mission:**

Fort Ticonderoga preserves, educates, and provokes an active discussion about the past and its importance to present and future generations. We foster an on-going dialogue about citizens, soldiers, and nations through America's military heritage.

### **Duties and Responsibilities:**

With 2000 acres, surrounded by the Green and Adirondack mountains, 2.5 miles of Lake Champlain waterfront, a 1920s styled tour-boat, and a newly restored 1826 hotel, Fort Ticonderoga seeks an Event Coordinator to promote, coordinate, and deliver private events. Fort Ticonderoga is a burgeoning venue for private events, such as weddings, rehearsal dinners, catered parties and other celebratory events. A successful Event Coordinator candidate will be able to help lead the development and implementation of these private event opportunities.

The Event Coordinator is responsible for all aspects of private events; sales, booking, planning, and on-the-ground delivery of private events. Duties and responsibilities include private event promotion, booking events, coordinating with Fort Ticonderoga leadership staff on scheduling and event needs, communicating with guests to meet group needs, researching vendors and identifying priority vendor partnerships, overseeing the event and cleanup, and appropriate follow-up after the event. In addition to private events, the Event Coordinator will assist in Fort Ticonderoga's fundraising and cultivation events. The Event Coordinator is responsible for ensuring that all events meet Fort Ticonderoga standard of excellence and revenue goals.

The Event Coordinator will:

- Help develop the overall private event program at Fort Ticonderoga
- Work with marketing staff to market and promote events
- Meet with prospective clients to book event venue(s)

- Understand requirements for each event
- Develop an event plan for each event
- Utilize institutional-wide software to coordinate guest and event needs with the broader site
- Plan events with an understanding of financial and time constraints
- Book venues in coordination with other site and venue use
- Manage all event front-line operations
- Negotiate with vendors to achieve most favorable terms
- Hire event personnel as needed
- Proactively communicate with team members to ensure proper event support including maintenance, security and safety, and food and beverage
- Evaluate event success and submit reports
- Assist in development event coordination and other institutional advancement duties

As a Fort Ticonderoga team member, it is the Event Coordinator's duty to participate in any capacity the President and CEO sets forth for him/her.

**Work Schedule:**

Normal work schedule is Monday through Friday. Occasional weekend, evening, and holiday work will be required to oversee events. The weekly schedule will be adjusted as needed

**Qualifications:**

Exceptional customer service and interpersonal skills required. The Event Coordinator must have strong organizational skills and a keen attention to detail. The ability to interact effectively with a wide range of constituents and individuals expected along with the ability to manage multiple responsibilities and prioritize workload. The Event Coordinator must have an outstanding professional demeanor and impeccable work ethic; be enthusiastic, flexible, energetic, and committed to excellence in his/her work. He/she must strategically support Fort Ticonderoga's mission and vision and help lead a positive organization dedicated to excellence.

- At least 5-years' experience as event coordinator or related position
- A proven track record of organizing successful events
- Proficient in MS Office
- Excellent vendor management skills
- Outstanding communication and negotiation ability
- Well-organized with multi-tasking skills
- Able to handle stress and remain calm
- Problem-solving ability
- Degree in hospitality management, public relations or relevant field is preferred

This position reports to the President and CEO. Salary is commensurate with experience. Fort Ticonderoga is an Equal Opportunity Employer.

To apply send letter of interest, resume, and three reference to Beth L. Hill, President and CEO, The Fort Ticonderoga Association at P.O. Box 390, 30 Fort Ti Rd., Ticonderoga, NY 12883 or e-mail [bhill@fort-ticonderoga.org](mailto:bhill@fort-ticonderoga.org). Faxed applications may be sent to 518-585-2210. For more information call 518-585-2821. For additional information on Fort Ticonderoga visit [www.FortTiconderoga.org](http://www.FortTiconderoga.org). Submissions must be received by March 10, 2021

Current: 1/12/2021