



Job Description

Title:	Event Planner
Classification:	Fulltime, non-exempt
Department:	Marketing & Communications
Reports to:	Director of Marketing & Communications

Job Summary:

This position oversees the planning and execution of seasonal special events at Living History Farms, including Family Easter, Juneteenth, Independence Day, Applefest, Grain Harvest, Farmstasia fundraising gala, Indigenous Iowans Day, Family Halloween, the Living History Farms Race, and Family Christmas. This position also works with other staff to arrange for facilities, volunteers, staffing, ticketing, and promotion for these events.

Specific Duties:

- Plans visitor activities, schedules external vendors, and solicits in-kind donations for special event days at the museum.
- Assists Marketing and Communications Director with promoting special events through traditional media, social media, newsletters, and electronic signage.
- Creates web pages for special events. Programs events to display on website home page, ensuring that listings are set to expire after events are over.
- Works with Program Registrar to create special event tickets, ensure smooth integration of tickets with museum's website, monitor advance ticket sales, and troubleshoot as issues arise, making judgments and recommendations to ensure professional resolutions within museum policy.
- Works with Community Relations Manager to solicit, schedule, and orient volunteers for special event days.
- Works with Facilities and Security Director and team to arrange set-up, decorating, and tear-down for special event days.
- Works with Interpretation Director to determine staff capacity at various museum sites for special event days.
- Works with Community Relations Director to manage logistics for Farmstasia gala and to identify and solicit in-kind gifts of items to be auctioned during the gala.
- Assists Marketing and Communications Director in preparation of annual special events budget.
- Performs other duties as assigned.

Qualifications:

- Passion for the vision and mission of Living History Farms and desire to be a positive influence in sharing this mission with the general public.
- Excellent organizational skills, attention to detail, and ability to work independently with moderate supervision.
- Excellent written communication skills, including an understanding of writing for SEO and social media engagement.
- Warm, professional demeanor and excellent oral communication skills.
- Ability to work as part of a team with other staff and volunteers.

Education & Skills:

- Associate's degree in event management or related field, or equivalent experience.
- Demonstrated ability to manage and troubleshoot multiple aspects of an event simultaneously, in real time.
- Strong computer skills including experience with digital communications such as website and social media management platforms.
- Non-profit or museum experience a plus.

Position Hours

Typical hours are Tuesday through Saturday, 8:30 a.m.-4:30 p.m. Occasional evening or Sunday activity for special event days.

General Information:

Living History Farms is an interactive outdoor museum which educates, entertains and connects people of all ages to Midwestern rural life experiences. It is a privately run, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters dress in period clothing and re-create the daily routines of early Iowans on three farm sites spanning the years 1700-1900 and an 1876 town. For more information, please visit www.livinghistoryfarms.org.

Application procedure:

Send resume and cover letter to:

Elizabeth Sedrel, Marketing and Communications Director
Living History Farms
2600 111th Street
Urbandale, IA 50322
Email: esedrel@lhf.org

Job Type: Full-time

Pay: Up to \$16 per hour

COVID-19 considerations: Masks encouraged indoors for staff and visitors. Staff working in spaced-out locations.

November 22, 2021/eks