

Events Associate
(Full-Time Position)

The Events Associate serves as the first point of contact for clients and guests visiting the Landmark Center Events Office and provides direct support to the Events Director and Beverage Service Manager. This is a full-time, hourly, non-exempt, in-office position reporting to the Events Director.

Qualifications & Core Competencies:

- Present a professional, welcoming demeanor with strong interpersonal skills
- Demonstrate reliability, responsibility, and sound judgment
- Show initiative by proactively identifying tasks and following them through to completion
- Maintain a high level of accuracy and attention to detail in all work and communication
- Perform effectively in high-pressure situations while remaining productive during slower periods
- Be proficient with standard office equipment
- Have working knowledge of Microsoft Office, particularly Word and Excel
- Possess a basic understanding of major social media platforms, including posting, engagement, and content sharing
- Be available to work evenings and weekends as required for event support

Responsibilities include, but are not limited to:

- Manage daily office operations for the Minnesota Landmarks Events Department, including responding to phone and email inquiries and providing general information about Landmark Center
- Deliver exceptional client service by sharing event details, conducting guided tours, and showcasing venue spaces
- Provide administrative support to the Events and Beverage Service Departments, including processing invoices, billing, and purchase orders
- Assist with scheduling and coordination of building activities and event calendars
- Support on-site events (including weddings, corporate events, meetings, and conferences), with responsibilities such as vendor coordination, troubleshooting, client support, and basic A/V assistance
- Manage the Events Department's social media presence, including content creation, posting, and audience engagement
- Build and maintain strong relationships with clients to support business development and long-term satisfaction
- Collaborate with business and community organizations to identify new opportunities and generate event bookings
- Assist the Events Director with marketing initiatives and coordination with designated marketing staff
- Coordinate event setups in collaboration with clients and Building Maintenance staff to ensure smooth execution
- Participate in regular planning meetings with Minnesota Landmarks staff to review the events calendar, space usage, and logistics

Wages Range:

\$24- \$26 per hour depending upon qualifications. Generous benefits package, including vacation pay, health/dental insurance, life insurance, and retirement.

Requirements for Consideration:

Demonstrated experience with event planning and hospitality services.
Ability to remain on your feet for extended periods and lift over 25 pounds.
Pass full security background check.