

HISTORIC JONESBOROUGH DEPARTMENT OF TOURISM

Part Time Events Coordinator

Supervisory Control:

Under the immediate supervision of the Director of Events. The Host I position is a part-time position and does include night, weekend and some holiday work. Work is reviewed for conformity to general policies and effectiveness. Specific assignments are reviewed in detail.

Duties:

- Assists with the planning and implementation of Town of Jonesborough, sponsored and cosponsored, events such as Jonesborough Days, Halloween Haunts & Happenings, Christmas in Olde Jonesborough, Easter Eggstravaganza, Music on the Square Fundraiser, etc.
- Will be present to assist with day of event functions for all events mentioned above as well as assistance with cosponsored events such as JAMSA events, Garden Gala, Goose Chase runs, etc.
- Assists, as needed, on event days for set up/clean up of Main Street activities;
- Assists with the set up and break down/clean up of various town and town cosponsored events;
- Will assist with event check in tables for various events such as Jonesborough Days Kick Off Dinner, Music on the Square Fundraiser, Downtown at Dusk events for JAMSA, etc.
- Assists with pricing, inventory, product development and promotion of items within the Old Town Emporium;
- Works with the Visitors Center Manager on a calendar for outdoor/portico décor needs, this would include holidays, town events, JAMSA events, etc.
- Assists with all visual merchandising within the Old Town Emporium and inputting inventory into our register system;
- Assists with basic clerical work as needed and any other work deemed necessary by administrative staff at the discretion of Director of Events;
- Will continue to serve, when needed, as a host at the Jonesborough Visitors Center, with duties to include selling ticketing for various events, opening/closing center, greets visitors, assist with rentals, promotes the Jonesborough/Washington County History Musuem, etc.
- Assists in training new hosts to the center on product information and sales procedures;

- Performs related tasks as required;

Knowledge and Abilities:

High school graduate with the ability to work flexible hours including evenings and weekends; excellent public relations skills; ability to follow oral and written instructions and a willingness to accept supervision; basic office skills; physical ability to set-up chairs, tables, etc; ability to learn operation of audiovisual equipment, lights, working knowledge of computers and commonly used software programs such as Word and Excel as well as the general Windows operation software, etc.

Other Requests:

From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist employees occupying a different position. Employees in this class may be required to work overtime, holidays and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary assignment, which under no circumstances are intended to constitute a demotion.