

Main Street Clinton & Olde Towne Depot
Assistant Events Coordinator and Social Media Manager
Job Description

Position Title Assistant Events Coordinator and Social Media Manager

Report to Tara Lytal, Main Street Director

Job Description The Assistant Events Coordinator will assist with the promotion, planning, and management of both Main Street Clinton and Olde Towne Depot activities and special events. They will keep the Depot open to the public at assigned hours, handle administrative tasks for Main Street and the Depot, create content for social media promotion, and will assist with Main Street and Depot events on some evenings and weekends.

Full-time, 40 hours per week, with flex time.

Job Responsibilities

Main Street Clinton:

- Assist in planning and promoting a variety of annual and monthly events
- Assist with coordination, recruitment, and supervision of volunteers
- Able to work special events on weekends and evenings; must be accessible outside of normal office working hours
- Assist with marketing events via email, signage, online calendars, website, social media outlets, etc.
- Perform other duties as assigned by the Main Street Clinton Director

Olde Towne Depot:

- Schedule groups and private event rentals
- Execute special events contracts, invoices, and payments
- Assist in organizing and executing a variety of annual and monthly events
- Assist in creating and maintaining museum displays
- Assist with coordination, recruitment, and supervision of volunteers
- Able to work special events on weekends and evenings; must be accessible outside of normal office working hours
- Assist with marketing events via email, signage, online calendars, website, social media outlets, etc.
- Engage with Depot visitors and provide them with information related to the Depot, current happenings in Clinton, and historical information
- Perform other duties as assigned by the Depot Director

Job Requirements

- Excellent oral and written communication skills.
- A self-starter with a strong and independent work ethic.
- Marketing, public relations, graphic design, and advertising skills desired.
- Excellent organizational skills.
- Strong computer skills including word processing, spreadsheet applications, major social media outlets, content management, and web-based applications.
- Excellent customer service skills and problem solving

Education and Experience

Graduate from an accredited four-year college or university with a BS or BA degree preferred. Two – three years' experience in event planning, historic preservation, museum educational coordinator, marketing, public relations, or promotion. Any equivalent combination of education and experience.

Necessary knowledge, skills and abilities

The Assistant Events Coordinator must be entrepreneurial, energetic, imaginative, independent, well organized, and capable of functioning effectively in an independent situation. Excellent verbal and written communication skills are essential. Supervisory and management skills are desirable.