

**EVENT COORDINATOR -  
5 HOURS/ WEEK (\$300 MONTHLY STIPEND)**

**PRIMARY DUTIES AND RESPONSIBILITIES:**

**Title:** Birdhouse Events Coordinator, a part-time (5 hours/week) contracted position that reports to the Birdhouse Board of Directors. The job description is attached.

**Monthly Stipend:** The Birdhouse Events Coordinator will be paid in monthly installments of \$300, which is equivalent to \$3,600 on an annual basis. This is a contracted monthly stipend. The Birdhouse Coordinator is responsible for his/her own payroll taxes. Hours worked must be recorded weekly and shared with the Board of Directors.

**Work Schedule:** The Birdhouse Events Coordinator will set his/her own work hours, ensuring the work outlined in this job description is completed each week. **\*Availability on at least one Sunday afternoon and Monday evening is necessary, as that is when Board Meetings occur.\*** Applicants will need to be flexible and accommodate a variable schedule - including some evening and weekend work. Applicants will also need to have regular access to a phone, computer, and internet; as well as have access to reliable transportation.

**Background:**

The Birdhouse, a project of The Neighborhood Center, is operated in the interest of fortification and preservation of community space. The Neighborhood Center provides venue for the building and strengthening of the Fourth and Gill neighborhood of Knoxville, Tennessee and Southern Appalachia as a whole. The overall goal of this long-term collaboration is the preservation, renovation and viable operation of the building known as the Fourth & Gill Neighborhood Center. We partner with the residents of the region in providing volunteer-run space where active skill sharing, DIY workshops, musical and performing arts events, participatory media production, historical documentation, gardening and artistic creation and exhibition can contribute to the life of the immediate community and the general public.

**Summary:**

The Birdhouse Community Center in the Fourth & Gill Neighborhood (Knoxville, Tennessee) is seeking an enthusiastic and hard-working Events Coordinator to oversee the effective running of the daily operations of the community center. Specifically, this is a part-time contractor position responsible for facilitating a diverse range of events at the Birdhouse Community Center. The Events Coordinator communicates with a wide demographic of the Knoxville population and surrounding region about the Birdhouse and educates the community on how to rent out the space as well as the center's guidelines and expectations. The Events Coordinator will set up and confirm events and ensure that renters follow Birdhouse guidelines for the duration of the event and that the space is clean and tidy for the following event. This position will also provide support to the Volunteer Coordinator, as well as other Birdhouse volunteers/organizers and Board Members in

various areas as needed. There is a volunteer-driven ethos at the Birdhouse and therefore the selected Event Coordinator may have a drive or call to work outside of the salaried 5 hours per week which the organization's current budget affords, however there is no expectation by the Board to do so.

### **Essential Duties and Responsibilities**

- Managing the booking of all events at the Birdhouse.
  - Includes working directly with the Music Bottomliner for the booking of music events, as well as the Art Gallery Bottomliner for gallery show bookings.
  - Oversight of the events calendar and scheduling - making sure to avoid scheduling conflicts; seeking clarification about event and set up times when in question.
  - Working directly with the public on ensuring the community center's guidelines and expectations, and clean-up procedures are well understood and followed
  - Requesting and documenting event and security rental fees appropriate for specific event type and duration
- Learning and implementing Birdhouse space use policies relating to booking events
  - Thorough understanding of Birdhouse's Space Use Agreement Form
- Notify the Board promptly about interpersonal conflicts and issues should they come up
  - Willingness to directly address those involved in conflict and ability and willingness to work in helping to resolve potentially charged / stressful situations.
- Creating and Sending out the Weekly Events Calendar to community listservs
- Willingness to give out personal phone number (or to create and give out a Google number linked to your phone) to communicate with renters of the space regarding events
  - Conducting Walk-Throughs with bands before music shows (or outsourcing)
- Working with Volunteer Coordinator to ensuring up-keep and general tidiness of the space (or outsourcing)
  - Tidying up, and sweeping and mopping of the downstairs space
  - Tidying front foyer, kitchen, bathroom and library area.
  - Weekly trash and recycling delivery to the curb for pickup.
  - Maintenance of the yard and garden beds
- Regular communication with Fourth & Gill Birdhouse Liaison as well as attendance at the monthly Fourth & Gill Board Meetings ( Third Monday evening) and Birdhouse Board Meetings ( First Sunday at 4pm).
- Temporarily picks up tasks / responsibilities in key volunteer areas of Music, Art Gallery, Programming/Sunday Dinner if and when those roles aren't currently filled by lead volunteers.
- Shares tasks with Volunteer Coordinator in the following areas if Board seats are vacant: Treasurer, Grant Writing/Fundraising; regular tidying of space.

## **QUALIFICATIONS:**

**Commitment to:** The principles and values of the Birdhouse Community Center: love, creativity, inclusivity, and diversity; Serving and interacting with a diverse demographic of people in order to offer a wide variety of events; The caretaking and maintenance of the historic Neighborhood Center house itself; Working as a Birdhouse organizer; attending Birdhouse Board meetings (first Sunday of the month in afternoon); Working with the Fourth & Gill Neighborhood, and attending their meetings (third Monday of the month at 6:30pm)

**Knowledge of:** A community center with similar vision / mission of the Birdhouse; basic operations, services and activities of the Birdhouse Community Center; Building and grounds operations and maintenance needs; Human Service programs and services in the Knoxville area for referral purposes; Methods and techniques of report preparation; Local, state and federal regulations pertaining to funding sources, use of controlled substances, and other regulations pertinent to the operations of the building; Pertinent Federal, State and local laws, codes and safety regulations.

**Skill in:** Organization and time management; Ability to work independently and take initiative while also fostering a non-hierarchical shared decision-making process throughout the Birdhouse community space; Community relationship building and networking; Computers and applicable software - specially Google Docs and Sheets; Management of Finances; Facilitating meetings; Marketing and promoting; Building and grounds maintenance; Fluency in Spanish is desired but not mandatory; *\*Prior experience with booking music and other events for Birdhouse or another community-oriented organization is desired but not mandatory.\**

**Ability to:** Communicate clearly and effectively, both orally and in writing; Recommend and implement goals and objectives for providing programming and events; Prepare clear and concise reports; Serve on committees and boards; Determine program timelines and schedules; Collaborate with outside entities to accomplish missions and goals; Elicit community and organizational support for a variety of programs; Interpret and explain city policies and procedures; Prepare and administer budgets; Allocate limited resources in a cost-effective manner; Establish and maintain effective working relationships; Work flexibly / adapt to the changing nature of event requirements and needs; Undertake conflict resolution

**Physical Requirements/Environmental Conditions:** Requires prolonged sitting or standing; Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; Requires stooping, kneeling, crawling, bending, turning, and reaching; Requires climbing and

balancing; Must work indoors and outdoors year-round; Must work in noisy and crowded environments; Must work in and around dust, fumes, and odors.

Position also requires reliable access to a computer and internet; as well as reliable transportation

### **Supervision and Guidance**

The Birdhouse Events Coordinator will report directly to the Birdhouse Board of Directors.

### **Terms and Conditions**

- Part-time 12-month initial contract
- \$300 per month contractor stipend

### **Application process**

Applications should be submitted to Birdhouse Board at [birdhouse-board@googlegroups.com](mailto:birdhouse-board@googlegroups.com) with the subject line "Birdhouse Events Coordinator" included.

The application should include:

- 1.) **Cover Letter**
- 2.) **Resume.**
- 3.) **Contact details for three people who are qualified to comment on your ability to undertake this work.**

**Deadline to Apply:** [Monday, June 24th](#)

**Interviews:** Interviews will be held the following week for selected applicants.

Please note that we are unable to respond to applicants who have not been selected for interview.