



Events Coordinator

Full-time position

Hourly wage: \$22.50/hour, with potential for growth

Shift requirements: Standard business hours with evening and weekend availability required for events

Reports to: Executive Director

Be the Architect of Unforgettable Experiences at Graycliff

Frank Lloyd Wright's Graycliff is entering an exciting new chapter with the opening of our new Visitor Center in 2026. We are seeking a motivated and organized Events Coordinator to help shape how visitors experience our historic site through exceptional programming and events.

This position will coordinate and execute Graycliff's signature events including The Market at Graycliff and major fundraisers, while developing and implementing a comprehensive private rental program. The Events Coordinator will formalize this program, creating an important new revenue stream for the organization.

The successful candidate will be highly organized, detail-oriented, and enjoy the variety that comes with joining a small and dedicated team during this exciting period of growth.

Key Responsibilities & Opportunities

The Market at Graycliff

- Reimagine and relaunch *The Market at Graycliff* for 2026, transforming our beloved weekly producer-only vendor market into a must-visit summer destination. Use our new Visitor Center to elevate the experience, attract new audiences, boost revenue, and strengthen our role in the local community
- Develop and manage the complete "run of show" for each Market evening, including vendor setup coordination, event flow management, troubleshooting issues, and ensuring smooth operations from start to finish

Major Fundraising Events

- Provide comprehensive support for Graycliff's major fundraising events including the Summer Solstice Garden Party (June) and Celebrate Graycliff (October), including all logistical coordination, support in soliciting sponsorships and auction donations, vendor management, volunteer coordination, budget management, and day-of-event execution

- Manage all aspects of event ticketing and attendee communications, including posting events on Graycliff's ticketing platform, managing ticket sales, invitation lists, RSVP tracking, follow-up correspondence, attendance tracking, and generating reports
- Coordinate virtual auction platform for fundraising events, managing all technical details, item listings, bidder registration, and auction execution
- Manage event financial operations and analysis, including tracking revenue, managing expenses, coordinating tax letters as necessary, reconciling event budgets, and conducting post-event analysis with attendance metrics, revenue analysis, donor engagement tracking, and recommendations for future events
- Assist in organization and execution of any additional fundraising initiatives that may arise throughout the year

Private Rental Program

- Build and launch a comprehensive private rental program from the ground up — defining policies, pricing, and offerings that showcase Graycliff's new Visitor Center
- Serve as the go-to liaison for private event clients, delivering exceptional service through consultations, site visits, contracts, vendor coordination, and flawless event execution
- Position Graycliff as a private event destination, opening up new revenue streams and forging valuable partnerships

General Event Operations

- Coordinate with venue partners, caterers, decorators, entertainment providers, and other vendors to deliver seamless events
- Manage event logistics including setup, breakdown, and patron services for all events
- Track and maintain detailed event budgets, expenses, vendor invoices, and revenue reports for all programs
- Maintain comprehensive event databases including vendor contacts, attendee information, sponsorship records, and event timelines
- Jump in as part of Graycliff's front-line staff to greet visitors, answer phones, and deliver excellent guest experiences when needed
- Work closely with the Director of Operations and Volunteer Coordinator to ensure seamless scheduling, staffing, and volunteer support for all events
- Develop and implement an exclusive catering partnership for the new Visitor Center to enhance both events and daily operations

Qualifications

Required

- Event planning and coordination experience required (minimum 1-2 years)
- Ability to manage multiple events simultaneously while maintaining attention to detail
- Excellent organizational and communication skills as well as a strong level of professionalism
- Strong technological proficiency required including with Microsoft Office Suite (Word, Excel, PowerPoint) and comparable Google platforms. In addition, must demonstrate

willingness and ability to learn and master platforms used at Graycliff including: AudienceView/Ovation Tix, ClickBid, Mailchimp, Basecamp, Canva, and other event-related technologies as needed

- Must be motivated and able to work with minimal supervision
- Exceptional verbal and written communication skills
- Strong problem-solving skills and ability to remain calm under pressure
- Ability to stand/walk for long periods of time; Capability of bending/lifting up to 50 pounds
- Ability to safely and easily navigate Graycliff's steps and uneven terrain
- Ability to regularly work weekends and some evenings, as needed
- Valid driver's license and reliable transportation required

Preferred

- Bachelor's degree from an accredited university preferred, or equivalent experience
- Customer service experience strongly preferred
- Experience with vendor management and contract negotiation

Benefits

- Health insurance coverage
- Paid time off and holiday pay
- Professional development opportunities
- Collaborative and mission-driven work environment

Please respond with a cover letter and resume in full confidence to: Executive Director Anna Kaplan akaplan@graycliffstate.org.