

## **CALIFORNIA STATE RAILROAD MUSEUM FOUNDATION (CSRMF)**

### **Events & Programs Coordinator**

#### **Overview of the Position:**

Reporting to Events Manager, the CSRMF Events & Programs Coordinator works closely with Foundation Staff, Museum Docents, Sacramento Southern Railroad Volunteers and State Parks staff to assist in the smooth and successful planning and execution of a wide range of development and revenue producing events. The reporting location is 106 K Street, Suite 200 in Old Sacramento and complimentary daily parking is available directly behind the California State Railroad Museum.

#### **Types of events included within the portfolio of the Events & Programs Coordinator include:**

- Membership and Volunteer Appreciation
- Fundraising Opportunities in the Museum and with the Sacramento Southern Railroad
- Themed Excursion Trains (Track or Treat, Charters)
- The Polar Express™ excursion train ride. This large month-long event occurs during the holiday season in Old Sacramento and is the number one fundraising event for the Foundation.
- Other events and industry conference coordination as needed.

#### **Examples of Essential Duties:**

- Assist with the planning, coordination, and boots on the ground execution of all CSRMF events including Track or Treat and Polar Express™.
- Assist with the development of rentals and charter operations.
- Assist with the coordination of volunteers.
- Keeping event documentation current.

#### **Our preferred candidate will possess the following qualities:**

- Strong interpersonal skills and have demonstrated success working with volunteers and large teams.
- Clear and crisp communication both verbally and in writing via various communication mediums.
- Understand, appreciate, and thrive in a team environment.
- Be highly organized and detail oriented.
- Have 2+ years of event management/ coordination experience in a nonprofit or entertainment-based organization. Experience in theatrical production is highly desirable.
- Be able to respond to changing situations in a flexible manner to meet current needs.
- Possess strong computer skills, including the ability to use Microsoft Office Suite. Experience with DonorPerfect, Constant Contact and website CMS is a plus.
- Willingness to take ownership.
- Personal determination and grit.
- A keen sense of humor.
- Extreme schedule flexibility including nights, weekends, and holidays. Overtime may be required depending on foundation needs.

- Customer service skills.

**Physical Demands:**

- Ability to sit at a desk performing typical office tasks for extended periods.
- Ability to climb on and off railroad equipment.
- Ability to stand for extended periods.
- Ability to walk for extended periods.
- Ability to work outside in hot and cold conditions.
- Ability to lift 25-40lbs repeatedly.

**Compensation:**

This hourly full-time benefited position is budgeted at \$25/hr. Benefits package includes free parking, three weeks of paid vacation, 90% coverage of medical insurance, and full coverage of vision and dental insurance.

**How to Apply:**

For full consideration, please send a resume outlining your experience and education, and a cover letter explaining your interest and desire to work for the foundation to Megan Villapudua, Interim Chief Operations Officer at [careers@csrmf.org](mailto:careers@csrmf.org) with the subject line Events Coordinator Application by April 14, 2023. Initial interviews of selected candidates are scheduled for April 24-25, 2023. No phone calls please.