

CROSSTOWN ARTS

Crosstown Arts is hiring an **Event Coordinator**. The ideal candidate for this position will be highly motivated by the challenge of supporting a nonprofit, multi-disciplinary contemporary arts organization through the planning and execution of events in an engaging, collaborative environment.

SUMMARY

The Event Coordinator is responsible for organizing and executing both public programs and private events hosted by Crosstown Arts. This includes seasonal community programs, recurring series, special events, and private rentals. The role requires a high level of logistical coordination, attention to detail, and strong interpersonal communication.

This position is an integral part of the Crosstown Arts team, ensuring that all events—large and small—are well-planned, smoothly executed, and reflective of the organization’s mission and values. The Event Coordinator also serves as a key public-facing representative of Crosstown Arts, providing a welcoming and professional experience for all guests, participants, and partners.

The Event Coordinator reports directly to Crosstown Arts’ Project Manager and Executive Director.

DUTIES AND RESPONSIBILITIES

- Plan, schedule, and manage logistics for a wide range of Crosstown Arts events, including public programs and private rentals. This position is responsible for creating a well-coordinated experience for all participants by delivering seamless event execution.
- In collaboration with Crosstown Arts’ Executive Director and select Concourse tenant representatives coordinate recurring and seasonal programming designed to foster connection among the community and tenants.
- Serve as the on-site coordinator for events, managing event setup and breakdown, coordinating with vendors, artists, and staff, and responding to any real-time issues to ensure a streamlined experience.
- Develop production schedules, event layouts, run-of-show documents, and related planning materials to ensure accurate and successful event execution.
- Coordinate with collaborators to bring creative visions to life while staying on schedule and on budget.
- Collaborate with the Crosstown Arts staff, and select Concourse representatives to provide timely and accurate information for promotional materials, calendars, signage and ensure consistency in messaging and delivery of all event-related information.
- Work cross-functionally with internal departments (building management, housekeeping, and security) for all event preparation and execution.
- Assist with fielding event inquiries, responding in a prompt, thorough, and positive manner.
- Represent Crosstown Arts positively in all external communications and interactions, demonstrating professionalism, warmth, and a solution-oriented mindset.
- Prepare and maintain event spaces before and after each event, including furniture setup, AV needs, and cleanliness.
- Maintain accurate records related to all events, including contacts, contracts, permits, insights, outcomes, and evaluations for internal reporting and continuous improvement.

- Monitor budgets and expenses, process invoices, and coordinate vendor payments as needed.
- Act as an ambassador for Crosstown Arts, providing informed, welcoming, and professional service to visitors, tenants, residents, and partners at all times.
- Uphold Crosstown Arts' values of inclusivity, creativity, and community-building in all activities and interactions.
- Support promotional efforts by distributing materials, sharing event details with guests, and helping identify opportunities to amplify Crosstown Arts programming.
- Assist with cross-departmental initiatives and special projects as needed to support the overall success of Crosstown Arts and its programs.

QUALIFICATIONS

- Bachelor's degree in Events Management, Arts Administration, Hospitality, or related field preferred
- Three to five years of experience in events planning, community organizing, arts programming, or related fields
- Excellent interpersonal and verbal and written communication skills
- Creative problem-solving and decision-making skills
- Strong attention to detail
- Knowledge of community engagement strategies
- Financial management and budgeting skills
- Ability to maintain a flexible work schedule that includes nights and weekends
- Proficient in Microsoft Office
- Basic audio-visual knowledge (preferred)

PHYSICAL REQUIREMENTS

- Ability to lift at least 25 lbs. on an occasional basis
- Willingness and ability to safely climb ladders up to 12 feet on an occasional basis.
- These physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED CHARACTERISTICS

- **Even-tempered disposition.** Ability to work under pressure in a composed, focused, affable, and courteous manner, especially during live events, with the clear understanding that unprofessional, unkind, or unfriendly interactions with the public or other staff members are not acceptable under any circumstances.
- **Adaptable and flexible.** Ability and willingness to accommodate ongoing modification to all tasks, plans and projects, including changing needs and priorities and regular interruptions to workflow.
- **Prompt and timely communicator.** Ability to manage a demanding level of correspondence in all forms of communication. Especially important are excellent written and verbal communication skills.
- **Gracious and accommodating with people.** Strong sense of hospitality and a genuine interest in supporting the public and Crosstown Arts team. Ability to seek out supportive solutions in order to accommodate guest experience. Demonstrates a good-natured, positive, and cheerful demeanor towards others at all times.
- **Organized.** Ability to manage a high volume of information and tasks for multiple projects simultaneously, at varying levels of completion. Ability to be self-directed with a proactive approach to problem-solving.

- **Collaborative.** Eager to be collaborative, team-oriented, and committed to excellence in all aspects of work.
- **Receptive.** Receptive to feedback and able to take direction when needed as part of a larger team effort. Ability and willingness to take on a wide range of responsibilities ranging from simple tasks to highly detailed directives in order to complete projects.
- **Enthusiastic, energetic, and positive.** Ability to sustain an ongoing spirit of positivity in high-pressure and demanding situations. Great level of passion and enthusiasm surrounding delegated projects, programs, and promotional campaigns.

COMPENSATION AND BENEFITS

This is a full-time, salaried position with Crosstown Arts. Salary is commensurate with experience and skill level. Salary ranges from \$45,000 - \$50,000. Benefits include:

- Three weeks paid time off (PTO)
- Twelve paid holidays
- 80 hours of annual remote work
- Paid parental and bereavement leave
- Full coverage health insurance
- Optional dental and vision insurance
- Paid life insurance (up to \$25,000)
- 401(k) retirement plan

TO APPLY

Please send a cover letter, resume, and references to jobs@crosstownarts.org. Crosstown Arts is committed to supporting a diverse and equitable workplace. Applicants from traditionally underrepresented and under-supported groups are encouraged to apply.

ABOUT CROSTOWN ARTS

CROSTOWN ARTS is a contemporary arts organization in Memphis, Tennessee, offering a range of public programs, including performances, exhibitions, film screenings, artist residencies, shared art-making facilities, and more. Located inside Crosstown Concourse—a former Sears distribution center transformed into a vibrant urban village—Crosstown Arts serves as a hub for artists and audiences to connect, create, and engage.

www.crosstownarts.org