



## EVENT COORDINATOR JOB DESCRIPTION

The Event Coordinator (EC) is a part-time position responsible for the coordination of all MFMI events approved by the Board of Directors on the annual Calendar of Events.

The Event Coordinator reports to the Program Manager (PM) or Executive Director (ED) and works with the MFMI staff - PM, Docent Manager/Mentor (DMM), Administrative Assistant (AA) and Liaison Coordinators (LC) - to implement successful events.

### Specific Responsibilities:

#### I. Workshops

1. **Coordinate “Back to MFMI Night” (October)** with Training Teacher (TT), Docent Training Coordinator (DTC), and DM; work with AA to promote event with flyer distribution, evite and phone and email reminders.
2. **Coordinate docent/community workshops (Nov/March)** by arranging for sites, logistics, refreshments, etc with DM and TT; offer suggestions for workshop themes and presenters relevant to the program’s mission / curriculum.
3. **Coordinate Family Music Nights** at school sites utilizing site docents, as well as MFMI staff and Recruitment Team (RT) members.

#### II. Fundraising Community Concerts (January – March)

1. **Coordinate annual concert planning** by chairing the event and creating a strong concert committee which includes Board, staff and community volunteers.
2. **Prepare concert committee meeting agendas and prepare the concert budget** with the committee and monitor its adherence.
3. **Conduct the post-mortem evaluation** of the concert event and prepare a written report.

#### III. Volunteer Recognition and Retention (December/June)

1. **Coordinate and implement Winter Holiday Get-Together (December) and Year-End Volunteer Recognition Event (June)** eg luncheons or dinners with assistance of AA, DM, PM and ED.
2. Work with staff to arrange for **awards and certificates** as appropriate at spring year-end event.
3. Work with DMM to **recognize and support docents**.

IV. **Communicate regularly** with the PM / ED to update events.

V. **Attend monthly staff meetings.**



## EVENT COORDINATOR AGREEMENT

Compensation: \$12 per hour

Hours: Approximately 5-10 hours per week  
(more or less depending on time of year and activity)

Reimbursement for items purchased for this position must be approved by the MFMI Board.  
Work will be done out of the home as well as in schools/community.

Job Time Frame: School Year \_\_\_\_\_

Any problems or concerns arising in the course of this assignment are to be first directed to the Program Manager, the Executive Director and then the Board of Directors for resolution.

Music for Minors II reserves the right to end this agreement with just cause and will notify the staff person immediately.

I, \_\_\_\_\_, agree to the content of this agreement and will abide by its requirements to the best of my ability for the success of the program's mission. I also hold Music for Minors II, Inc. , harmless with regard to anything that might occur in the course of my job position as Event Coordinator.

This agreement is entered into on \_\_\_\_\_ and will continue through June 30, 20\_\_ , the end of the organization's fiscal year.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Social Security # \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
Carol Zilli, MFMI Exec. Director      Date

\_\_\_\_\_  
Elise Balgley, MFMI President      Date