

British Flying Training School Museum

Terrell, Texas

Contract Events Coordinator

Contract Position, professional service fees up to \$20,000/year

Duties will encompass the coordination of events with an emphasis on events designed to raise funds for the BFTS Museum.

Successful candidate will have experience in planning small and large events, fairs, outdoor events, and/or seasonal programs that encompass logistics, volunteer recruitment, managing planning timelines, sponsorships, and vendor selection. Must be able to ensure events follow state and local liquor laws, permitting, relevant statues, event insurance policy, 501-c-3 fundraising regulations and related requirements.

Job Description:

- Work with civic organizations, BFTS board and staff, and city officials to ensure success of two (2) large events per year and development activities for smaller events.
- Coordinate events and assist with the development of an annual calendar of events for the BFTS. Attend event planning meetings.
- Help acquire sponsors/sponsorships for events; Identify and obtain in-kind donors as well.
- Recruit, coordinate food and other vendors.
- Produce layout of event activities.
- Recruit and coordinate volunteer labor for events. Schedule volunteers.
- Arrange deliveries, coordinate event logistics, participate in the management of the actual event. Coordinate set-up/strike down for event(s).
- Obtain needed supplies, equipment, etc.
- File necessary documents and forms on schedule with relevant authorities.
- Coordinate activities with other BFTS contractors and site director if applicable. Provide brief reports, as needed, to the museum board or executive director.
- Appropriate, professional appearance required.
- Provide needed information for the publicity campaign in a timely manner.

To apply: Email resume and cover letter to info@bftsmuseum.org. Cover letter should be addressed to: Chris Hamilton, BFTS Board of Directors.

The events coordinator reports to BFTS Executive Director.

The British Flying Training School Museum is a 501-c-3 museum located in Terrell, Texas. Additional information can be found by visiting our website: bftsmuseum.org.