



Job Description | Events Coordinator

Antilles School seeks a full-time Events Coordinator to start July 1, 2019. Antilles School is an independent coeducational day school located on St. Thomas, in the US Virgin Islands. Antilles enrolls approximately 500 students in a toddler program through grade 12. Antilles occupies a distinct place in the culture and the history of the larger Virgin Islands community.

Excellence, Diversity and Community are the guiding principles for each day at Antilles. We pride ourselves on inspiring each student to reach their potential in a multicultural setting that is one of the hallmarks of our School. Antilles combines educational excellence and character development to transform our students into young adults prepared for college, career, and life.

Antilles School is seeking a dynamic and talented individual to join a committed team in a collaborative environment that places a high value on flexible thinking and problem solving. Ideal candidates are passionate and self-motivated professionals.

Antilles School is committed to maintaining an atmosphere of collaborative learning, to building a diverse community based on mutual respect, and to fostering social and emotional learning as well as social equity, diversity, and inclusivity into our school life.

Job Description:

As a member of the Antilles School Advancement team the Events Coordinator is charged with planning, conceptualizing, and executing all events that support the mission of Antilles School. The Coordinator is responsible for selling and coordinating all aspects of outside private event functions held on campus.

As an ambassador for Antilles School, the Events Coordinator is a vital member of the Advancement Office and will work closely with the team as well as cultivate and steward relationships with students, current parents, alumni, parents of alumni, local business leaders, and other benefactors. The Coordinator will foster these relationships through personal communication, timely outreach, and excellent volunteer coordination.

Essential Job Functions and Duties:

- Provide leadership in the planning and execution of the School's signature events, including identifying event dates, locations, participants, formats, and engaging volunteers from varying constituencies of the school (i.e. Parents, Alumni, Faculty, Staff, Parents of Alumni, etc.)
- Collaborate with the Advancement Office and School Leadership to develop program content and performances for events.
- Collaborate with Director of Communication and Alumni Relations to create save-the-dates, invitations, and programs; working closely with designers and printers to execute printed event collateral.



- Collaborate with department heads on non-signature events; serve as a resource for best practices and contacts to preferred school vendors.
- Supports Advancement Office with community events, cultivation and stewardship of event sponsors and donors.
- Act as a strategist for fundraising, stewardship and cultivation events; in partnership with Director of Advancement craft a comprehensive event plan that will successfully engage donors and prospects and grow rental and philanthropic revenues.
- Manages budgets for events, including reconciling event expenses and revenue, and processing invoices.
- Identifies, negotiates rates, and hires all necessary vendors and venues.
- Prepares and routes contracts and invoices for approval with the finance and advancement departments and issues approved documents to vendors.
- Manages master timelines, adheres to procedures and deadlines related to assigned events across multiple departments and stakeholders.
- Onsite event contact ensuring all elements are executed successfully (production, tech, food & beverage, guest relations, vendors, entertainment, etc.). When necessary, responsible for hiring event associates and organizing volunteers to ensure successful execution of events.
- Collaborate with Advancement Associate on scheduling requests for mailings lists, invites, RSVP's, and attendance lists in donor database.
- Oversees invite workflows, design approvals, and deliverables, e.g. credit lines, logo recognitions, line listing, etc.
- Responsible for all special event permitting with local municipalities, including preparing applications, providing supporting documentation, and submitting for approval.
- Manage all facility rental inquiries, bookings and contracts with a specific focus on supporting a strategically coordinated academic and third party rental calendar.
- Meet with all third party vendors (security, caterer, florist, event coordinators, etc.) to set clear expectations of facility usage requirements.
- Collaborates with facilities assistant to produce invoices as needed.
- Works directly with the Maintenance Department to plan event setup and breakdown, producing event BEO and layouts.
- Other duties as assigned.

Position Requirements:

- Bachelor's degree or equivalent experience.
- Legal authorization to work in the United States.
- 3 - 5 years of experience producing events.
- Experience managing budgets and meeting revenue/expense goals.
- Ability to interact effectively with all levels of staff, external vendors, and a variety of people, including cultural competency.
- Highest levels of personal and professional integrity.
- Must be able to maintain confidential information.
- Ability to optimize work schedule to allow for working nights and weekends around events and key deadlines.



- Able to move, lift and carry items up to 50 lbs. and to stand and walk for extended hours daily (12+ hours)
- Possesses excellent interpersonal, written and oral communication skills.
- Project management skills, with the ability to maintain multiple projects simultaneously.
- Reliable transportation with frequent travel required.

Department: Advancement

Reports to: Director of Advancement

Employee Type: Full-Time, Non-Exempt Staff

Application procedure:

Send letter of interest, resume, and references to:
Ian P. Tacquard, Director of Advancement
Antilles School
7280 Frenchman's Bay 16-1
St. Thomas, VI 00802
itacquard@antilles.vi