



EVENTS COORDINATOR

Mission:

The Dairy Barn Arts Center's mission is to offer exhibitions, events, and educational programs that nurture and promote area artists and artisans, develop art appreciation among all ages, provide the community access to fine arts and crafts from outside the region and draw attention and visitors to Southeast Ohio.

Position Type: Full-time

Reports To: Executive Director

Compensation: \$38,000 - 42,000/yr, based upon experience

Diversity Statement:

Diversity is a core value at The Dairy Barn Arts Center. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all visitors, students, and staff. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

Description of Role:

This full-time position plays a central role in the daily operations and public programming of the Barn. The Events Coordinator manages retail and artwork sales, supports and expands performing arts, educational, and gallery offerings in collaboration with artistic leadership, and oversees the use of the facility for both public and private events. The role blends administrative, supervisory, and hospitality functions to ensure smooth operations, high-quality visitor experiences, and strong earned-revenue activities through sales, rentals, and events.

Qualifications:

- Associate's or Bachelor's degree in business, hospitality, or a related field – or equivalent relevant professional experience in retail operations, event coordination, or hospitality
- Demonstrated ability to manage inventory, point-of-sale systems, and sales reporting
- Strong organizational, time-management, and project coordination skills
- Experience scheduling and supervising events or space rentals
- Excellent interpersonal, customer-service, and communication skills
- Availability to work weekends and evenings
- Comfort working in a collaborative, creative, and community-centered environment
- Demonstrated commitment to equity, inclusion, and accessibility in arts, education, and community spaces



- Basic knowledge of food and beverage service, bar operations, or vendor coordination (or willingness to be trained)
- Reliable, detail-oriented, and able to manage multiple priorities in a fast-paced setting
- The ability to create an open and welcoming environment that is accessible to people of all abilities.

Primary Responsibilities:

- Manage inventory, pricing, display, sales, and shipping of retail merchandise and original artworks
- Maintain point-of-sale systems and track inventory
- Collaborate with the Exhibition Director and Education Director to plan and support musical and performing arts events that complement gallery and workshop programming
- Schedule, coordinate, and supervise space rentals for private events such as birthdays, weddings, receptions, and public, mission-driven performing arts events
- Serve as on-site lead on weekends and during after-hours events to supporting artists and visitors, including securing the building and serving as weekend on-call for alarm system
- Manage catering and bar services for events and receptions, including vendor coordination and on-site oversight
- Oversee event setup, breakdown, and staffing needs for vendor events, including Dairy Barn Fest and Holiday Bazaar
- Ensure excellent guest experiences for all visitors, artists, and renters
- Enforce policies related to safety, alcohol service, and facility use

How to Apply:

- Send an email to applications@dairybarn.org with **TWO PDF attachments**:
 - Subject Line: Events Coordinator Application
 - 1 page PDF cover letter explaining your interest in the position
 - 1-2 page PDF resume that includes two professional references