

Event Coordinator Job Posting

Full-Time | Location: Lakeside Park, KY and Greater Cincinnati Area

About The Angelico Project:

The Angelico Project is an exciting and growing Catholic apostolate with a mission to draw people closer to Christ and the Church through art, thought, and culture that reflects Truth, Goodness, and Beauty. We host art exhibitions, sacred architecture tours, concerts, film screenings, and theatrical performances, with the vision to make our region the center of a new renaissance of Catholic culture. Our 10-year goal is to build and endow The Angelico Center for Art, Thought, & Culture.

Position Overview:

We are looking for a passionate and highly organized **Event Coordinator** to join our team. This entry-level position offers an exciting opportunity for someone who loves Catholic art, culture, and evangelization. You will be responsible for planning and executing a wide range of events, including sacred architecture tours, candlelight Masses, concerts, film screenings, and more. The ideal candidate will be detail-oriented, creative, and excited about helping us build something new.

Key Responsibilities:

- **Event Logistics Management:**
 - Coordinate venues, vendors, contracts, checklists, volunteers, signage, catering, seating, and more.
 - Manage event setup and tear down, ensuring smooth event flow.
- **Event Budgeting:**
 - Track expenses and manage event budgets, ensuring events stay within allocated budgets.
 - Prepare financial reports post-event.
- **Event Marketing:**
 - Promote events via website updates, email campaigns, and social media (Facebook, Instagram).
 - Maintain and manage event contact lists.
- **Event Types You'll Manage:**
 - Sacred Architecture Tours of Greater Cincinnati Churches
 - Candlelight Masses, Holy Hours, and Sacred Music Concerts
 - Speaker Series
 - Art Exhibitions
 - Film Screenings

Qualifications:

- **Education:**
 - Bachelor's Degree in Event Management, Communications, Marketing, Arts Administration, Theology, or a related field preferred but not required.
- **Experience:**
 - 6 months to 1 year of event coordination experience is preferred, ideally with cultural or faith-based events.
 - Non-profit or mission-driven experience, particularly within Catholic or Christian organizations, is a plus.
- **Skills and Competencies:**
 - **Event Planning and Management:** Excellent at organizing and managing multiple event logistics.
 - **Budgeting:** Ability to create and adhere to event budgets, ensuring cost-effective solutions.
 - **Marketing and Promotion:** Strong skills in social media, digital marketing, and outreach.

- **Volunteer and Team Management:** Experience recruiting and managing volunteers or small teams.
- **Communication:** Strong interpersonal, public speaking, and writing skills.
- **Creative Sensibility:** Passion for Catholic art, culture, and creating engaging experiences.
- **Flexibility and Problem Solving:** Ability to adapt to last-minute changes and solve problems under pressure.
- **Technical Skills:** Familiarity with Google Workspace, Canva, Constant Contact, Salesforce, and QGiv is preferred. Training opportunities will be available.

Personal Characteristics:

- **Entrepreneurial Spirit:** This is a start-up environment with lots of room for growth. We need someone who is excited about building something new and sustainable.
- **A Heart for Evangelization:** Passion for helping people discover the hope and beauty found in the Catholic faith through art and culture.
- **Commitment to the Catholic Church:** Respect and fidelity to Church teachings, liturgy, and traditions.

Work Environment & Location:

- Our office is located in Lakeside Park, KY, with an event space in Clifton, Cincinnati. The Event Coordinator will work across the tri-state area.
- Flexible schedule with a balance of in-office hours and work-from-home flexibility, depending on event load.
- Expect evening and weekend work depending on event schedules.

Salary & Benefits:

- \$45,000 annual salary, with room for growth, based on dedication and the achievement of ticket and fundraising goals.
- Healthcare benefits or a stipend to cover healthcare costs.
- Flexible schedule and generous time off, with the encouragement to attend daily Mass or Holy Hour.
- Exciting, varied work environment—no two days are the same!

How to Apply:

To apply, please email your resume, cover letter, and four references to Brad Torline, Executive Director, at admin@angelicoproject.org.

This job posting offers a dynamic opportunity for someone passionate about Catholic evangelization through art and culture to play a vital role in building and coordinating meaningful events!