



155 Gibbs Street, Suite 300, Rockville, MD 20850 | 301.315.8200 | visartscenter.org

## **Event Day Coordinator**

**Part-Time | In-Person | Rockville, MD**

**Pay Rate: \$20/hour**

VisArts is seeking dependable, energetic, and customer-focused individuals to support private events as Event Day Coordinators. This hands-on role supports event setup, guest and vendor flow, event monitoring, breakdown, and overall venue readiness to help ensure events run smoothly from start to finish.

This is an ideal opportunity for someone who enjoys fast-paced environments, works well as part of a team, and takes pride in creating positive guest experiences. Event Day Coordinators play an important role in supporting weddings, corporate events, galas, receptions, and community gatherings hosted across VisArts' event spaces.

### **Why This Role Is Compelling**

This role offers hands-on experience supporting live events in a creative, community-centered environment. Event Day Coordinators play an important role in maintaining organized, welcoming, and event-ready spaces while helping create positive experiences for clients, guests, and vendors.

### **What You'll Focus On**

#### **Support Event Setup & Venue Readiness**

You'll assist with event setup and breakdown, including tables, chairs, linens, room configurations, and event materials. Responsibilities include following floorplans and setup instructions, resetting spaces after events, and helping maintain organized, event-ready spaces throughout the event lifecycle.

#### **Support Event-Day Operations**

You'll help support event flow by assisting clients, guests, vendors, and event-day teams throughout events. This includes monitoring event spaces, supporting vendor arrivals and breakdowns, and helping maintain venue standards during event execution.

#### **Maintain Guest Experience & Safety**

This role also supports a positive and safe event environment by maintaining a professional presence, supporting venue policies, assisting with general venue upkeep during events, and monitoring events involving minors when applicable.



## Who We're Looking For

We're excited to meet candidates who bring:

- 1+ year of experience in events, hospitality, customer service, or related field preferred
- Strong work ethic and ability to work in fast-paced event environments
- A self-starter mindset with the ability to follow direction and complete tasks independently
- Positive attitude and strong team-oriented mindset
- Reliable transportation to and from VisArts
- Ability to lift, carry, push, and pull up to 50 lbs
- Ability to stand, walk, bend, and move throughout event spaces for extended periods
- Flexibility to work evenings, weekends, late nights, and peak event seasons as needed

## Work Location & Schedule

- Fully in-person role based in Rockville, MD
- Estimated 12–20 hours per week based on event schedule
- Evening, weekend, late night, and peak season availability required
- Shifts may range from 6–10+ hours depending on event needs

## About VisArts

VisArts is a nonprofit arts center serving Montgomery County through art classes, camps, exhibitions, artist studios, residencies, and inclusive programs for artists with disabilities. We believe creativity builds connection—and that a diverse team makes our work stronger. We strongly encourage applicants of all backgrounds, including BIPOC, AAPI, and LGBTQ+ candidates.

## To Apply

Please submit your resume (and optional cover letter) to [careers@visartscenter.org](mailto:careers@visartscenter.org). Applications are reviewed on a rolling basis.