

BE PART OF SOMETHING BIGGER

Event Coordinator

GATEWAY ARCH PARK FOUNDATION

MONUMENTAL MISSION

As the official philanthropic partner of Gateway Arch National Park and its neighboring areas, we strive to ensure these grounds and attractions remain a vital, welcoming and well-supported resource for our community and nation for generations to come.

Our work supports conservation, preservation, education and programs that bring the community together.



Help activate one of our country's most iconic national parks and ensure its future for generations to come.

YOUR OPPORTUNITY

This is a unique opportunity to contribute to St. Louis' long-term vision for development and activation of Gateway Arch National Park and its surrounding areas.

As an Event Coordinator, you will support planning and managing private events for clients at the Gateway Arch and public events for the Foundation and with partners. You'll also support fundraising and other departmental events.

The Foundation facilitates private events at the Arch and serves as liaison between clients and the National Park Service. We also host two large signature events each year and countless free community programs.

We are passionate about exceeding our guests' expectations and enjoy the satisfaction of turning ideas and dreams into reality. Our dynamic new spaces are ideal for social gatherings, weddings, and corporate events that will make a monumental impression.



“The Foundation is truly about making St. Louis’ front door all it can be. To come to work every day and support the park that represents our City to the entire world is something I cherish.” –RYAN MCCLURE, EXECUTIVE DIRECTOR

ARE YOU?

- Highly energetic, self-motivated, and seeking to grow in your career as an event planner?
- Looking to be a part of a collaborative, committed team and make a difference at an exciting St. Louis nonprofit?
- Enthusiastic about bringing Downtown St. Louis and Gateway Arch National Park to life?

Join us!



ESSENTIAL RESPONSIBILITIES

- Plan, organize and implement events from inception through completion, inclusive of client relations, partner relations, permitting requirements, vendor relations, budget management and promotions
- Communicate directly with the customer throughout the planning process to learn requirements, goals and vendor specifications, and ensure all parties understand relevant information
- Work within requirements of partner organizations, building and maintaining key working relationships
- Perform research to gain deep understanding of different requirements and details of each event
- Meet with committees, organizations, and executives as necessary to determine event specifications
- Demonstrate consistent high energy level and flexibility, pleasant disposition, and very sound judgment; flexible, discreet, and able to maintain confidential information; knowledgeable of correct protocol for specific situations

STRUCTURE

- Reports to Director of Programming and Events
- Works closely with development, communications, operations and partner staff

COMPENSATION

- Starting salary commensurate with qualifications and experience. Range: \$40,000-\$45,000
- Hybrid work model and collaborative environment
- Full-time, exempt position
- Excellent benefits, including health, parking, 401K retirement contribution, paid parental leave, long- and short-term disability coverage

TO APPLY

- If you are qualified and interested, take the next step, and send your resume and cover letter to careers@archpark.org. All resume submissions will be treated as confidential.

Diversity, Equity and Inclusion Statement The Arch belongs to everyone. Gateway Arch Park Foundation seeks to create inclusive environments for people to be themselves by identifying, accepting, embracing, and celebrating our differences. We are authentic in our work in Gateway Arch National Park and Downtown St. Louis by creating places, programming, and experiences that reflect the community. We are committed to ensuring all feel welcome at the Arch.

COVID-19 Policy The Foundation requires that employees be fully vaccinated, with accommodations made for religious and medical exceptions. Unvaccinated employees may be required to submit to regular testing of COVID-19 status.



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FOUNDATION**