Nasher Sculpture Center
Role Description
Events Production Coordinator

Status: Full-time, Hourly/ Exempt (overtime eligible)
Estimated 40 hours per week

Reports to: Director of Events Production

Created: 2026-01

Nasher Mission Statement

To be an international focal point and catalyst for the study, installation, conservation and appreciation of modern and contemporary sculpture.

Role Description
Events Production Coordinator

The Events Production Coordinator provides administrative, scheduling, and on-site support for the Events Production Department. This role supports the planning and execution of private events, public programs, and internal institutional events by assisting with coordination, communication, and logistics.

The Coordinator helps maintain event calendars and documentation, supports follow-up and preparation tasks, and provides on-site coverage during live events, including evenings and weekends. Working with the Director & Manager of Events Production, this position contributes to smooth event operations and consistent execution of event plans.

Essential Duties and Responsibilities

Administrative & Coordination Support

- Assist in managing and maintain shared event calendars, schedules, and planning trackers.
- Assist with responding to incoming event inquiries and routing them appropriately.
- Prepare, update, and distribute event materials (timelines, run-of-show drafts, internal briefs) as directed.
- Track outstanding action items and follow up with internal teams and vendors under the direction of the Manager.
- Maintain organized event records, files, and documentation.

On-Site Event Support & Coverage

- Provide on-site support for assigned events, including evenings and weekends.
- Serve as an on-site point of contact for logistical questions, directing issues to the Manager or Director as needed.
- Assist with event setup, room transitions, and breakdown in coordination with Facilities and Security.
- Monitor event flow and timing and flag issues to leadership.
- Ensure event spaces are reset and basic post-event tasks are completed.

Scheduling & Communication Support

- Assist with scheduling site tours, planning meetings, and event-related appointments.
- Help coordinate internal staffing coverage for events.
- Communicate approved event schedules and logistics to Facilities, Security, Visitor Services, and Café teams.

General Department Support

- Assist with tracking event-related supplies and equipment.
- Support post-event follow-up tasks as assigned.
- Provide general administrative support to the Events Production Department.

Qualifications, Education, and Skills

- Bachelor's degree preferred, or equivalent relevant experience.
- 1–3 years of experience in event coordination, hospitality, customer service, or administrative support roles.
- Strong organizational skills and attention to detail.
- Clear, professional written and verbal communication skills.
- Ability to remain calm and responsive in live-event environments.
- Willingness and availability to work evenings and weekends on a regular basis.
- Comfort using shared calendars, documents, and standard office software.

Core Competencies

- Administrative coordination and follow-through
- On-site logistical support
- Time and task management
- Professional customer service
- Responsiveness and adaptability
- Team collaboration
- Attention to detail

Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Nasher Sculpture Center is an equal opportunity employer and strongly encourages applications from individuals of all backgrounds, identities, and abilities. We are committed to building a diverse and inclusive workplace that reflects and serves our community. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable law.