

**Event Coordinator (9-Month Term)  
Rhode Island School of Design**

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Posted Jul. 27, 2017, expired Jan. 15, 2018

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| <b>Job Title</b>            | Event Coordinator (9-Month Term)  |
| <b>Department</b>           | D&CS Catering   |
| <b>Institution</b>          | Rhode Island School of Design<br>Providence, Rhode Island                                 |
| <b>Date Posted</b>          | Jul. 27, 2017   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Coordinator   |
| <b>Academic Field(s)</b>    | Dining Services   |
| <b>Job Website</b>          | <a href="http://careers.risd.edu/postings/1619">http://careers.risd.edu/postings/1619</a> |
| <b>Apply Online Here</b>    | <a href="http://careers.risd.edu/postings/1619">http://careers.risd.edu/postings/1619</a> |

**Apply By Email**

**Job Description**

RISD has an immediate need for a temporary Event Coordinator to work with our dynamic full service Catering and Conference Services department. This is both a team-oriented and independent opportunity overseeing the day-to-day set-up, service, presentation, and other various aspects of catering event planning and production. The Event Coordinator serves as the key contact and provides consultation, coordination, and execution related services for conferences being held on RISD's campus in addition to coordinating events both on and off campus.

The ideal candidate will have a dedication to exceptional hospitality and customer service.

**Contact Information**



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.