

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

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

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.