



**CATHEDRAL
CHORAL
SOCIETY**

WASHINGTON NATIONAL CATHEDRAL

3101 Wisconsin Ave., N.W.
Washington, D.C. 20016
202.537.2228

September 12, 2024

OPPORTUNITY: Special Event Coordinator

JOB STATUS: Part-time hourly, approximately 6-8 hours each week, during concert weeks in October, March, and May. Might include 1-2 additional hours for a virtual meeting the week of the event.

HIRE DATE: Immediate

THE OPPORTUNITY

The Cathedral Choral Society of Washington, DC is seeking to hire a contracted event coordinator for concert-day events on **October 20, March 16, and May 18**.

The Special Event Coordinator will take leadership in the day-of execution of the pre-concert talk and post-concert reception. The Event Coordinator will serve as point of contact between catering and bartending services, National Cathedral School staff setting up for day-of event, and CCS Staff. The Special Event Coordinator will orchestrate the execution of the event, managing the flow of the afternoon and helping create incredible experiences for all who attend.

REQUIREMENTS

- Strong organizational skills
- A problem-solver who is quick on their feet
- A team player who loves working with a variety of vendors and venues
- A people-person with strong communication skills
- A detail-oriented person who welcomes independent work

COMPENSATION & SCOPE

The rate for this position starts at \$20/hr. No other benefits are included.

HOW TO APPLY

Please send a letter of interest that includes a resume or information on previous work experience to Christopher Eanes, Executive Director, at ceanes@cathedral.org. Position open until filled.

The Cathedral Choral Society is proud to be an Equal Employment Opportunity and affirmative action employer. [Read about our equity and inclusion initiatives.](#)