



Special Events Chairperson

Position Details:

- Type/description: Volunteer and non-paid position that chairs or co-chairs Historic Nashville, Inc.'s Special Events Committee
- Focus Areas: Historic preservation, nonprofit management and operations, marketing and communication, special events management, customer service, build relationships with internal and external customers
- Requirement: If the committee is chaired by one person, the chairperson must be a board member. If the committee is co-chaired, at least one co-chairperson must be a board member.

Duties:

- Serve as an ambassador for HNI
- Research local, state, or nationwide events that are historic preservation or history related to identify event opportunities and report outcomes
- Frequently attend local, state events, or nationwide events that are historic preservation or history related
- Educate the public on historic preservation in the local area, who Historic Nashville, Inc., is, and how to be involved or join the organization
- Build relationships with external customers that host local events
- Lead other committee members and guide them through their responsibilities
- Assign tasks to Special Events Committee members
- Schedule and lead monthly committee meetings
- Maintain handouts, documents, flyers, signs, and anything that may be used for presentation at special events
- Work with the Marketing Committee to get notification out regarding scheduled events
- Serve as the liaison on event-related matters
- Propose new ideas to the board to improve the event planning and implementation process
- Coordinate and serve as the point-of-contact on event details
- Maintain a budget on any special events expenses
- Edit and design marketing materials
- Advertise scheduled events on all HNI's social media sites
- Serve as the point-of-contact for any volunteers for special events
- Be creative when brainstorming special events HNI may attend or host

- Proactively manage any matters related to special events before and the day of a special event

Qualifications:

- Be responsible, hard-working, ethical, and committed to the mission of HNI
- Be able to work independently or work with a co-chairperson, if applicable
- Possess a high level of organizational skills and be detailed oriented
- Possess solid verbal and written communication skills
- Be skilled at a variety of computer programs, e.g., Microsoft Word, Excel, PowerPoint and Adobe Acrobat. *Photoshop and/or Adobe Illustrator, a plus, to be able to design marketing materials
- Be able to juggle multiple tasks
- Answer inquiries timely
- Possess an interest in special events

Time Commitment: Minimum of 10-15 hours per week

About Historic Nashville, Inc.:

Established in 1968 and renamed in 1975, Historic Nashville, Inc. (HNI) is a nonprofit 501(c)3 membership organization with the mission to promote and preserve the historic places that make Nashville unique. Over the years, HNI has successfully advocated for the preservation of such historic places the Ryman Auditorium, Union Station, Hermitage Hotel, 2nd Avenue & Lower Broadway and Shelby Street Bridge, as well as neighborhood historic districts throughout the city. In 1982, HNI established the state's first Preservation Easement program and currently owns easements on 16 historic landmarks with a market value of over \$50 million. HNI hosts an annual membership meeting, publishes an Annual Report, maintains a website, hosts educational programs such as Behind-the-Scenes tours, an annual fundraiser called the Brick & Mortar Bash and the annual Nashville Nine list of the city's most endangered historic places.

To apply:

Email info@historicnashvilleinc.org to apply.