



Event Coordinator

Location: Indianapolis, IN (Hybrid with Travel)

Reports To: Senior Director of Events

Status: Full-Time, Exempt

About Music for All

Music for All (MFA) is one of the nation's leading nonprofit organizations dedicated to creating, providing, and expanding positively life-changing experiences through music education. Through nationally recognized programs such as Bands of America, the Music for All National Festival, and educational outreach initiatives, MFA serves students, educators, and communities across the country.

Position Summary

The Event Coordinator supports the planning, logistics, and execution of Music for All's national events portfolio. This role plays a critical part in delivering high-quality participant experiences through operational preparation, vendor coordination, and on-site event management.

This is a hands-on, detail-intensive position designed for a professional who thrives in fast-paced environments and excels at translating complex plans into seamless execution. The Event Coordinator works across multiple program areas, including Bands of America Championships, the BOA Summer Symposium, and the Music for All National Festival.

Key Responsibilities

Event Operations & Execution

- Support planning and operational preparation for all Music for All events.
- Coordinate logistics including venue setup, equipment, transportation, and staffing needs.
- Serve in key on-site roles supporting event execution, participant experience, and issue resolution.

- Assist with participant check-in, flow management, warm-up coordination, and operational areas such as ticketing and adjudication spaces.

Logistics & Systems Management

- Maintain and update logistics documentation, including maps, timelines, schedules, and workflow tools.
- Prepare and manage event materials such as change sheets, data sheets, and operational guides.
- Track and manage inventory including equipment, awards, and event-specific materials.
- Support warehouse organization and logistics readiness.

Vendor & Partner Coordination

- Build and maintain relationships with vendors, venues, stadiums, host groups, and partners.
- Coordinate services including catering, rentals (golf carts, restrooms, light towers, etc.), hotels, and transportation.
- Ensure alignment and readiness across all operational partners.

Seasonal Program Support

Fall – Bands of America Championships

- Manage on-site logistics including parking, warm-up areas, seating, and event flow.
- Coordinate with stadium personnel, volunteers, and event partners.
- Support operational leadership roles during events.

Summer – Music for All Summer Camps

- Assist with camp-wide logistics and participant communication.
- Provide on-site operational support across divisions and program areas.
- Collaborate with instructional and administrative staff on daily operations.

Winter – Music for All National Festival

- Support multi-venue event logistics including maps, schedules, and room configurations.
- Assist with stage management, venue transitions, and participant support.
- Coordinate housing, catering, transportation, and equipment movement.

Collaboration & Continuous Improvement

- Collaborate with internal teams to ensure alignment across departments.
- Support process improvement initiatives to enhance efficiency and consistency.
- Provide project management support for timelines, schedules, and workflows.

Qualifications

- Bachelor's degree in a relevant field or equivalent experience.
- Experience in event management, logistics, or project coordination.
- Strong interest in music, education, or nonprofit program delivery.
- Experience with music programs or touring environments preferred but not required.

Skills & Competencies

- Strong organizational skills and attention to detail.
- Excellent written and interpersonal communication skills.
- Ability to manage multiple priorities in fast-paced environments.
- Problem-solving and adaptability under pressure.
- Vendor coordination and operational planning skills.
- Proficiency in Microsoft 365 and Teams; Adobe InDesign experience a plus.
- Ability to work independently and collaboratively.

Working Conditions

This role operates across a variety of environments including offices, warehouses, stadiums, campuses, and performance venues. The position is highly active and requires frequent travel, extended hours, and weekend work, particularly during peak event seasons.

Why Join Music for All

This role offers the opportunity to:

- Play a central role in delivering nationally recognized music education events.
- Work within a mission-driven organization impacting students nationwide.
- Build expertise in large-scale event production and operations.
- Collaborate with a passionate and dedicated national team.