

THE JOSLYN

OPERATIONS

Job Title

Events Coordinator

Employment Status

Part-Time | Non-Exempt

** Preferred Schedule: Monday, Wednesday, Saturday-Sunday; minimum of 18 hours per week.*

Department

Operations

Location

On-Site | in person

Reporting Responsibility

Director of Visitor Experience & Operations

Position Summary

This position supports the planning and execution of logistics and operations for Museum events and facility rentals. The role assists the Senior Events Coordinator and Events Manager with organizing event setups, managing schedules, and coordinating with vendors. It may also provide day-of support and help with larger or more complex events. Additionally, this individual may assist with various administrative tasks as needed.

Major Duties

Event Coordination and Execution:

- Support the coordination and execution of logistics and operations for facility rentals and Museum events
- Assist the Events Manager with organizing event setups, managing schedules, and coordinating with vendors
- Ensure that each event is executed smoothly and successfully
- As assigned, attendance preferred at weekly events meeting

Administrative Support:

- Maintain event documentation and assist with the preparation of event materials
- Track event schedules and manage assigned administrative tasks
- Handle various event-related inquiries and provide support as needed

Vendor and Stakeholder Communication:

- As assigned, liaise with vendors and stakeholders to ensure all event requirements are met
- Support management of logistical details with vendors to facilitate seamless event execution

Visitor Experience:

- Ensure that all visitors to the Museum have a positive experience during events
- Remain knowledgeable about Museum activities, services, and layout to assist visitors effectively

General Responsibilities:

- Adhere to policies and procedures as outlined in the Employee Handbook
- Perform other duties related to the Events Department as assigned

Minimum Qualifications

- High School diploma or GED required
- Availability for evenings and weekends is necessary
- Excellent oral and written communication skills, with strong interpersonal abilities

- Detail-oriented and highly organized
- Proficient in Microsoft Office and other computer applications

Physical Qualifications

Physical Stamina and Mobility:

- Ability to stand, walk, and move around for extended periods, particularly during events
- Ability to move quickly and efficiently between different areas of the Museum and event locations
- Capability to adapt to various physical tasks as needed during event setups and tear-downs
- Capability to lift and carry items such as event materials, decorations, and equipment up to a certain weight limit (e.g., 25 pounds)

Manual Dexterity:

- Skill in handling and setting up event equipment and materials, including arranging furniture and decorations
- Proficiency in operating basic office equipment and tools needed for event preparation and execution

Visual and Auditory Acuity:

- Adequate vision to review event setups, monitor event progress, and identify any issues
- Good hearing to communicate effectively with team members, vendors, and guests, and to address any immediate concerns during events

Environmental Adaptability:

- Comfort working in various environments, including both indoor and outdoor settings, depending on event requirements
- Ability to handle varying levels of noise and activity, particularly during large or high-traffic events

Preferred Qualifications

- Familiarity with event planning or coordination.
- Previous experience with Altru or other Blackbaud products
- Strong problem-solving skills and adaptability in a dynamic environment.
- Enthusiasm for learning and growing within the events industry

Compensation

Salary: \$19.00, Hourly

Reasonable accommodations will be provided to qualified individuals in accordance with the applicable federal, state, and local law. If reasonable accommodation is needed to participate in the hiring process, to perform the essential functions of the job, and/or to receive other benefits and privileges of employment, please contact careers@joslyn.org.

To Apply

PLEASE SUBMIT YOUR COVER LETTER AND RESUME VIA EMAIL TO CAREERS@JOSLYN.ORG, AND INCLUDE THE JOB ROLE IN THE SUBJECT LINE. Joslyn Art Museum believes in fostering diversity and equal opportunity as integral parts of its hiring practices, upholding its commitment as an Equal Opportunity Employer. Qualified candidates of all backgrounds are encouraged to apply for this position. The Joslyn offers competitive compensation and a generous benefits package to eligible employees.

Our Mission

The Joslyn brings people together to explore art across time and cultures.