POSITION TITLE: Private Events Coordinator
DEPARTMENT: Storrowton Village Museum
SUPERVISOR: Director of Education & Human Resources
POSITION TYPE: Part-time (non-exempt)

POSITION SUMMARY:

The Private Events Coordinator oversees all aspects of contracted building and space rental within Storrowton Village Museum buildings and grounds. The primary rental function is weddings and the Private Events Coordinator assumes the role of wedding coordinator to ensure a seamless event while maintaining the integrity of the Museum spaces. The Private Events Coordinator manages all administrative duties related to contracting and facilitating events. No private events are booked from early September through early October due to the annual Big E fair, however opportunities for administrative and retail work may be available during this time.

Position Responsibilities:

- Facilitate all pre-event meetings including venue tours, bookings, and rehearsals.
- Partner with the Museum Office Manager to maintain a master calendar of events.
- Keep detailed records of all events including contracts and payments for each booking.
- Maintain regular communication with clients to assist with any questions and concerns they may have prior to an event.
- For weddings, provide couples with plans for processional, ceremony, and recessional.
- On day of event, arrive at least 30 minutes prior (earlier as needed for prep) to the scheduled arrival of the clients to open buildings, put up any decorations, and prepare spaces.
- For weddings, escort couples, photographers, family members, wedding party, and other guests to venue and photo locations. Coordinate ceremony needs with other contractors (i.e. ceremony officiant, musicians, DJ, limo driver, florists, etc.).
- Collaborate with the Tavern on any mutual events to determine reception times, cocktail hours, and any pre-event needs.
- Maintain integrity of Museum spaces during all events, pre-event preparations, and post-event clean-up.
- Communicate with the Sales Department regarding any scheduling and parking concerns related to Eastern States Exposition events.
- Partner with the Marketing Department to produce rack cards, ads, etc. about contracted event services.

Position Requirements:

- High School Diploma/ GED required; Associates Degree in hospitality, marketing, business or other similar field preferred.
- Minimum 2 years' experience as event coordinator or wedding planner.
- Experience in the museum industry preferred.
- Strong organizational, multi-tasking and problem-solving skills a must. Attention to detail, ability to meet deadlines and work with minimal supervision.
- Strong computer/software skills including Microsoft Office.
- Must be able to work a flexible schedule that includes 3-4 hours on site each week (in addition to scheduled events). Some nights and consistent weekend availability are required.
- Excellent verbal and written communication skills, including in person, over the phone, and e-mail communication.
- Ability to climb stairs multiple times throughout shift/events.
- Ability to lift or move objects weighing 25 lbs.
- Ability to walk, sit and stand for extended periods of time.
- Flexibility, enthusiasm, and a sense of humor.

To Apply:

Please fill out our online application form - https://tinyurl.com/EmploymentESE - and include your resume and cover letter. Only completed applications that include a resume and cover letter will be considered. Positions are open until filled. Questions regarding the application process can be addressed to employment@TheBigE.com. Priority consideration deadline: January 18, 2020.

Eastern States Exposition (ESE) is a not-for-profit corporation committed to excellence in providing year-round opportunities for the development and promotion of agriculture, education, industry and family entertainment while preserving our New England heritage.

ESE is an Equal Employment Opportunity employer and does not discriminate on the basis of sex, race, creed, religion, color, national origin, ancestry, age, physical or mental disability or handicap, pregnancy or pregnancy-related condition, veterans or military status, sexual orientation, gender identity or expression, transgendered status, results of genetic testing, or any membership in any group protected by applicable laws.

Please note: during fair time operations, including pre- and post- fair operations certain positions may be exempt from overtime based on an overtime exemption through the Commonwealth of Massachusetts.