EVENTS COORDINATOR

JOB SUMMARY:

The Events Coordinator assists with developing and implementing all Boston Athenæum events and hospitality, and maintains technological components for the events office. The incumbent reports to the Director of Events and works collaboratively with all members of the Member and Visitor Services team to support membership and other development activities as needed. The incumbent must be able to work effectively independently as well as collaboratively, and must have the ability to make thoughtful decisions quickly during the course of an event. Working full-time at 35 hours/week, this staffer keeps flexible hours to work through many night-time and occasional weekend events. The BA is only hosting virtual events for the immediate future. The position has the opportunity to be partially remote.

RESPONSIBILITIES:

• Assist the Director of Events in the logistics and execution of all programs both in-person and virtual.
• Organizes and maintains accurate digital records for the department’s activity including tracking all attendance.
• Works with IT department to facilitate sound checks and online walkthroughs with speakers/talent.
• Creates and maintains events department spreadsheet—this includes all project IDs, dates, times, AV needs, descriptions to be shared across multiple departments.
• Creates all event funds and event records.
• Responsible for maintaining all online and over the phone registration.
• Provide user instruction for members and the public unfamiliar with the Athenæum’s website.
• Assist with the set up and breakdown of all events including outside function rentals.
• Responsible for coordinating marketing and promotional materials for the Events department
• Create and maintain event website pages
• Organize and maintain accurate digital records of the departments’ activities.
• Run and maintain reports on event attendance
• Other duties as assigned by the Director of Events.

REQUIREMENTS:

• Bachelor’s Degree required. 1-4 years’ work experience in event administration or a related field.
• Flexibility in schedule; must be able to work frequent nights and occasional weekends.
• Strong customer service experience.
• Excellent oral, written communication and interpersonal skills.
• Proven accuracy to detail.
• Ability to work independently.
• Proficiency in Raiser’s Edge and NetCommunity strongly suggested but not necessary.
• Fully proficient in the Google Suite and in Microsoft Word and Excel.
• Some basic knowledge of Photoshop, Canva, or other image editing software
• Working knowledge of HTML.
• Background in Museum Studies/Education, Information Technology, Information Science, Non-Profit Management and/or Hospitality is a plus.

TO APPLY: Please send a cover letter and resume to hrevents@bostonathenaeum.org.

The Boston Athenæum is an equal opportunity employer. We welcome candidates who will increase our diversity; we encourage candidates of color and all diverse candidates to apply and are committed to hiring individuals who value a diverse and inclusive work environment. The Boston Athenæum is also committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. To request a reasonable accommodation, please contact the Director of Business Operations & Augusta Thomas Director of Finance, Christopher Boudrot, at 617-720-7642 or boudrot@bostonathenaeum.org.

ABOUT THE BOSTON ATHENÆUM

Founded in 1807, the Boston Athenæum is located at 10½ Beacon Street on Beacon Hill. A distinguished membership library and cultural institution with a long history at the center of intellectual life in Boston, the Athenæum hosts events nearly every week of the year and supports a dynamic exhibition program. It desires to be a place that is welcoming to all, a place that nurtures a sense of wonder and delight in sharing the joy of physical books, maps, prints, and other works of art, and a place that fosters community and civil discourse for its members and guests.

The Athenæum’s collections are housed within a National Historic Landmark that is widely regarded as one of the most beautiful libraries in the world. The reading rooms—crowned by the silent, barrel-vaulted fifth floor—have served as a haven and inspiration to countless writers and researchers. The library maintains over 600,000 volumes with strengths in history, biography, and literature, as well as fine and decorative arts. Notable holdings include primary materials on the American Civil War; the largest portion of President George Washington’s library from Mount Vernon; a first edition copy of Audubon’s *The Birds of America*; a 1799 set of Goya’s *Los caprichos*; one of the most extensive collections of contemporary artists’ books in the United States; and numerous artworks, including portraits of notable Americans such as Hannah Adams, John Marshall, and Alexander Hamilton, and by artists such as Gilbert Stuart, John Singer Sargent, Allan Rohan Crite, and Polly Thayer Starr. Membership is open to all, and visitors are warmly welcomed.