

**Title:** Event Coordinator, Per Diem

**Employee Classification:** Per Diem, \$20/hr

**Reports to:** Special Events Manager

**Location:** On-site at The Sailing Museum & National Sailing Hall of Fame

**Rate:** \$20/hour

**Hours:** Per Diem, including outside business hours, evenings and weekends as needed. Typically, events span the hours of 4pm – 11pm but times will vary.

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Located in the heart of Newport, Rhode Island, The Sailing Museum & National Sailing Hall of Fame celebrates the rich history and vibrant culture of sailing. Our mission is to preserve and share the legacy of the sport while inspiring future generations. Through the museum's interactive exhibits, events and educational programs, we connect visitors with the stories of sailing legends and the importance of maritime heritage. For more than a decade, the National Sailing Hall of Fame has honored those who have made a significant impact on the sport of sailing. Inductees include pioneering sailors, influential designers and dedicated contributors who have left an indelible mark on sailing's history.

The Museum has a thriving event rental business for corporate offsites, cocktail receptions, private dinners and more. The duties and responsibilities of an Event Coordinator center on executing special events and serving as the Manager on Duty the night-of. This public-facing position will manage the flow of the evening and will demonstrate excellent customer, donor and member relations.

**Essential Duties and Responsibilities:**

- Assisting the events team with events ranging from small meetings to cocktail parties (10-300 people)
- Being on-site to help set up and dismantle events efficiently through to completion; ability to read a simple floor plan
- Ensuring the museum and its collections are protected
- Communicating details with vendor/event staff
- Maintaining relationships with vendors
- Managing events and addressing potential problems that may arise
- Maintaining a working knowledge of the needs of a wide variety of events

- Some tech savviness to adjust interactive exhibits and lighting (training to be provided)
- Ad-hoc duties at events including, but not limited to, guest list management and check-in
- Ability to work evenings, weekends, holidays
- Take photos during the event for marketing use; ask for photo release to be signed
- Ability to lift up to 50 pounds
- Knowledge of some CPR and how to use AED in the event of an emergency, preferred

**Requirements:**

- Valid Driver's License
- High school degree or higher
- At least 2-years of customer service and/or special events experience
- Ability to communicate clearly and professionally

**Soft Skills:**

- Creative and used to thinking outside the box
- Excellent networker
- Passion for events
- Able to work independently as well as part of a team
- Personable and presentable

**Benefits:**

- Parking fees, if applicable, are reimbursable with valid receipt.

**How to Apply:**

Visit <https://thesailingmuseum.org/about/careers/> to apply online via our submission form. No submissions outside of this process will be considered. Thank you for your understanding. Background check will be required along with references.