

Event Coordinator (Part Time), Old Barracks Museum

The Old Barracks Museum, a top-rated historic site in NJ's capital city, seeks an Event Coordinator. We are seeking a motivated, talented, and creative individual to assist the Administrative and Interpretive Staff in coordinating events and public programming for the Old Barracks Museum. The museum is a unique site with a talented and passionate staff who share a love of history, preservation, and heritage tourism. With the 250th Anniversary of the signing of the Declaration approaching, it is an exciting time to join the museum staff.

Responsibilities as Event Coordinator:

- o Coordinate with all departments to help facilitate events and public programming.
- o Coordinate with Marketing Manager to promote events.
- o Manage every calendar and share with local sites and community calendars.
- o Keep updated databases on all event information, including but not limited to, budgets, supplies, attendance, and feedback.
- o Obtain supplies for programs and events. Transportation is essential as this will require being off site for some tasks.
- o Manage online ticketing and payment platforms and track sales and attendance.
- o Coordinate with Custodian to ensure that the site, both interior and exterior, is ready for events.
- o Track and maintain sufficient inventory of supplies.
- o Assist with office and forward facing tasks in coordination with other departments, may include wearing period clothing.
- o Perform other duties as assigned.

Qualifications:

- o Demonstrable ability to communicate and cooperate effectively with staff and visitors with a professional and courteous demeanor
- o Proficiency with MS Office and Google Suite
- o Excellent organizational skills
- o Ability to learn new skills and techniques
- o Ability and willingness to use email
- O Driver's License and reliable transportation required

Preferred Qualifications

- o Minimum two years college education or equivalent experience
- o Experience in small non-profit history museums
- o Experience event planning

This position is part-time, 24 hours per week. This is a hybrid position requiring both on site and remote work. Starts at \$18.50. Must be able to work Saturdays. Museum hours are Wednesday to Saturday, 10:00am - 5:00pm with frequent evening or Saturday special events.

Driver's License and reliable transportation is required.

The Old Barracks Association is an Equal Opportunity Employer.

Please include a cover letter with the resume.

Job Types: Part-time

Salary: \$18.50 /hour

COVID-19 considerations:

Proof of vaccinations required

Please send your resumé and cover letter to info@barracks.org