

The **New Bedford Whaling Museum** ignites learning through explorations of art, history, science and culture rooted in the stories of people, the region and an international seaport. Founded in 1903 as the Old Dartmouth Historical Society, the Museum seeks to advance understanding related to the influence of the whaling industry and the port of New Bedford on the history, economy, ecology, arts, and cultures of the region, the nation, and the world. We tell the stories of the many diverse communities that shared in the creation of this history, through excellence in our collections, scholarship, and public engagement. The Museum is recognized as a compelling destination that inspires all visitors to reflect on the complex issues that shaped the past, remain critical today, and inform a sustainable future. Today, the Whaling Museum is a leader in the cultural landscape of the SouthCoast serving more than 100,000 visitors and offering engaging exhibitions, dynamic public programs, and vibrant educational activities appealing to learners of all ages.

Coordinator of Special Events

The Coordinator of Special Events is a full-time, salaried, exempt position reporting to the Associate Director of Special Events. The Special Events department manages the New Bedford Whaling Museum's public programs and private events. Public programs consist of exhibition openings, lectures, film screenings, receptions, family programs, the Moby-Dick Marathon, and more. Private events, where Museum Members rent the museum's function spaces, consist of weddings, corporate conferences and meetings, galas, and other various events.

The Coordinator of Special Events supports the Associate Director of Special Events in ensuring that all guests attending these events enjoy their experience, by putting hospitality at the forefront.

This important role will help plan and style events, supervise vendors as well as collaborate with setup staff – assuring the flawless execution of event plans – while making sure museum protocols and guidelines are followed. The Coordinator of Special Events will also support the Associate Director with venue rental inquiries, basic tech setup needs, contracts, and welcome guests at the Visitor Services desk when needed.

Core Responsibilities Include:

- Overseeing events from start to finish as assigned, and serving as the museum ambassador;
- Communicating with internal / external clients on their event needs;
- Helping to create detailed event plans, and disseminating essential information to the appropriate staff and/or external vendors;
- Assisting with venue rental quotes and contracts;
- Styling and helping to set up events when needed;
- Setting up basic A/V requirements, such as mics and presentation equipment;
- Scheduling food and beverage vendors and other event vendors as needed;
- Obtaining necessary permits, as the needs arise;
- Overseeing vendors upon arrival and ensuring setup plans are followed precisely;
- Organizing and maintaining the organization and neatness of rental inventory, making sure it all gets returned to its proper place after events;
- Supporting the management of event security and maintaining safety protocols during events;
- Supporting travel and hospitality needs for programs, as they arise;
- Performing other administrative events-related duties as assigned;

Preferred Qualifications Include:

- Two-to-five years' experience in hospitality, events management, or similar field preferred;
- Excellent visitor-focused and customer service skills;
- Attentive to details, space aesthetics, and visitors' comfort;
- Ability to work effectively and efficiently without constant supervision;
- Proactive and solutions-focused attitude;
- Ability to be firm in enforcing Museum policies with vendors and service providers, while remaining a friendly and professional demeanor;
- Supportive team player;
- Solid written and verbal communications skills;
- Familiarity with MS Office Suite, digital databases and calendars, and digital commerce programs
- Frequently available evenings and weekends to support event supervision needs;
- Ability to lift 30 – 40 pounds and climb stairs.

Important Notes: The above description is illustrative of most tasks and responsibilities, however it is not intended to include every task or responsibility, which may be required. The selected candidate is subject to a background check.

To Apply: Send cover letter and resume to Beatriz Oliveira, Associate Director of Special Events, at boliveira@whalingmuseum.org. No phone calls, please.