



THE PROVIDENCE ATHENÆUM
EVENTS COORDINATOR (TEMPORARY)

The Providence Athenæum, an independent, member-supported nonprofit library dedicated to the promotion of the humanities, seeks an events coordinator to manage and execute the library's public and private events. This is a temporary position to cover parental leave. The period of employment will run from late January to early July 2025.

Reports to: Director of Engagement

Full time/part time: part time, 20 hours/week

Hourly/salary: hourly

Exempt/non-exempt: non-exempt

Benefits: part-time sick leave

Compensation: \$20-\$25/hour, dependent on experience

Position summary:

The Events Coordinator oversees the Athenæum's events and manages the Athenæum's rental program. Responsibilities include coordinating event logistics, running the simulcast system, maintaining the events calendar, staffing events, managing and executing rentals, and providing facility management support.

This position:

Program coordination

- Coordinates all events at the Providence Athenæum
- Executes logistics for the Athenæum's programming, including booking travel and lodging, coordinating food and beverage, and securing speaker contracts, press materials, and other necessary information
- Maintains organization-wide calendar, which includes programming for adults and children, holidays, maintenance schedule, and rentals
- Communicates with fellow staffers through program and event updates as needed
- Staffs Athenæum events, especially Friday-night programs February – April
- Manages set-up, breakdown, A/V, simulcast, book sale, and all onsite and virtual logistics for programming
- Runs technical logistics for all recorded/broadcast programs
- Edits and posts recorded programs
- Maintains events database, website calendar, registration systems, and media archives
- Posts event listings on public events calendars as needed
- Maintains program statistics
- Communicates with the Volunteer Coordinator and program volunteers
- Manages the reading groups program and maintains communications with leaders and participants; coordinates announcement and registration; runs technical support as needed; sets up room(s)

Rental management

- Manages rental program
- Serves as liaison for all site tours and facility rentals, and as primary contact for all rental clients
- Staffs facility rentals (additional compensation available for hours outside of standard hours)

- Coordinates with caterer and outside vendors, ensures a positive relationship for all parties

Other

- Provides facility management support, e.g. scheduling regular maintenance, changing lightbulbs, etc.
- Assists the Director of Engagement with other duties as assigned

Experience with event management essential. Bachelor's degree in humanities-related field or event management preferred. Some evening and weekend work required; flexible schedule available. The ideal candidate will be collegial, detail-oriented, and deadline-driven, with an appreciation for the humanities. Ability to move furniture and good spatial awareness a must.

To apply, please send resume and cover letter to jobs@provath.org by November 1, 2024.