



POSITION DESCRIPTION

TITLE:	Private Events Coordinator
SUPERVISOR:	Director of Education & Visitor Services
CLASSIFICATION:	Non-Exempt, Full-Time, Non-Emergency

Tudor Place Historic House & Garden seeks an enthusiastic and dynamic individual to fill the role of **Private Events Coordinator**. This position is responsible for coordinating and promoting all private events, including weddings, private photography sessions, group tours, 'Tea & Tour' bookings, meetings and other private rentals. As a member of the Education & Visitor Services team, the **Private Events Coordinator** plays an essential role in the planning, logistics and implementation of programs and events throughout the estate. This position is ideal for an individual who will enjoy making a wide variety of occasions into special memories for visitors and clients.

WORK SCHEDULE

Wednesday through Sunday (35 hours weekly), including some evening shifts

RESPONSIBILITIES

- Respond to inquiries from prospective clients
- Negotiate and manage all rental event contracts
- Coordinate site visits for prospective and contracted clients as needed during business hours, evenings, and weekends
- Coordinate contracted rental event logistics; schedule vendor access to the site and manage relevant paperwork
- Work as on-site staff for all rentals and organize additional staffing as necessary
- Organize private group tours, private 'Tea & Tour' bookings and other private or special program/tour offerings; oversee registration, confirmation, payments and on-site logistics for same
- Maintain professional relationships with event vendors and contacts
- Ensure all private events are in compliance with institutional policies and regulatory conditions
- Represent Education & Visitor Services as a member of the Tudor Place social media team; review, create and implement marketing and outreach initiatives
- Assist with the operation of the Visitor Center, including greeting visitors, registering visitors and maintaining a welcoming and organized atmosphere
- Lead tours of the historic house and garden as needed
- Assist with education and public programs as needed
- Perform other duties as assigned

EXPERIENCE & EDUCATIONAL REQUIREMENTS

- Bachelor's degree (Master's degree a plus)
- Experience working with the general public in a museum or other front-line position
- Experience managing private events or museum programs a plus
- Experience with Altru (a Blackbaud constituent management system) a plus

KNOWLEDGE, SKILLS & ABILITIES

- Proficiency in Microsoft Office programs
- Ability to learn necessary office technologies, including Altru
- Proficiency in social media
- Ability to manage needs and desires of various stakeholders during the planning and supervision of events
- Ability to make thoughtful decisions quickly under pressure
- Demonstrated ability to work as part of a team
- Strong attention to detail and ability to multi-task
- Excellent customer service skills and a welcoming attitude
- Desire to work in a historic setting; ability to enforce preservation policies with a positive attitude
- Ability to work in a wide range of environmental conditions
- The physical requirements of this position are classified as medium work (exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects)
- This position requires climbing (stairs, ladders), stooping, kneeling, reaching, standing or walking for extended periods, lifting, grasping, visual acuity, keen spatial awareness and the ability to move within constricted spaces

COMPENSATION & BENEFITS

Salary range: low-mid \$40s.

Tudor Place provides excellent benefits to eligible employees, including paid leave, paid holidays, life insurance, medical insurance, free on-site parking and Museum Shop and rentals discounts.

TO APPLY

Please email Helen Hubbard-Davis, Director of Finance & Administration, at careers@tudorplace.org with resume and cover letter. Please include “**PRIVATE EVENTS COORDINATOR**” in the subject line. No phone calls please.

Tudor Place is an Equal Opportunity Employer