The Center for Arts at the Armory
Event Coordinator
Part-Time

The Center for Arts at the Armory is seeking to build our team with the addition of part-time Event Coordinators, reporting to the Chief Operating Officer. An overview of the job responsibilities are provided below.

Arts at the Armory is a community arts and cultural center in Somerville, MA that has been operating since 2009 in the historic Armory building. The mission of Arts at the Armory is to provide free and affordably-priced space for arts, cultural and community events and programming, and thereby bring diverse audiences together, enrich and transform lives, and promote the creative economy. Each year, Arts at the Armory hosts 750+ events in the Armory Performance Hall and Cafe in disciplines including music, dance, theater, literary arts, visual arts, film, circus, comedy and more.

Responsibilities:
- Manage and oversee all day-of event production activities including collaboration with tech, bar, janitorial and parking/security staff.
- Recruit and supervise on-site staff during event, including bartenders, ticketing and parking/security staff.
- Collaborate with artist representatives, event organizers, vendors, and outside contractors to ensure successful events.
- Work with COO to ensure safety, maintenance, and janitorial needs.
- Ensure events are meeting health and safety standards while enforcing venue policies.
- Act as “key holder,” and reliably open and close the building before and after the events, and assist during emergency situations when necessary.
- Assist with administrative duties, including management of cash during/after events, filing event paperwork and event inventory ordering and maintenance.

Other duties as required

Qualifications:
- Event management experience; experience in the arts and/or production a plus.
- Experience working with diverse constituents
- Good judgment and experience managing expectations of multiple stakeholders
- Must be a team player and thrive in collaborative settings
- Strong communications skills
- A focus on guest experience and customer service
- Strong organizational and prioritization skills
- Strong attention to detail
- Have or be able to obtain certifications for TIPS On-Premises Alcohol
- Ability to work independently and anticipate needs of the venue and each event
- Must possess strong problem solving skills
- Willingness to work nights, weekends, and occasional holidays

While performing the duties of this job, the employee may be required to stand, walk, sit, bend, stoop, kneel, crouch and/or crawl; use hands to operate objects, tools, and/or controls; reach with hands and arms; climb stairs; balance; see, talk and/or hear; taste and/or smell. The employee must occasionally lift and/or move up to 50 pounds.

This position is part-time, with frequent weekend and evening hours that vary week to week depending on the event schedule. Salary will be paid at an hourly rate of $18.00 per hour. The Armory is committed to hiring individuals who reflect the diversity of Greater Boston.

How to Apply
Please submit your cover letter and resume to Co-Director/COO at operations@artsatthearmory.org with "Armory Event Coordinator" in the subject line.