



### **Private Events Coordinator**

This part-time staff member manages all aspects of the Historical Society's private event rental program, and represents the Society to all rental parties and vendors. This position reports to the Executive Director.

#### **RESPONSIBLE FOR:**

##### Marketing and Sales

- Working with the Director of Programs and Visitor Services and Executive Director to develop a comprehensive marketing plan for private rental events at Udike Farmstead, including, but not limited to web, print, social media, and database advertising
- Developing custom rental packages, menus, and services
- Setting and meeting revenue goals; managing and budgeting program expenses, in conjunction with Executive Director

##### Client Management

- Responding to email and phone inquiries about rental events in a timely and professional manner
- Meeting with potential clients and providing site tours; answering follow-up questions by phone or email
- Arranging for contracts to be signed and payments to be made to the Historical Society

##### Event Oversight

- Ensuring that clients and vendors have all necessary permits and insurance for their event
- Completing and submitting paperwork for noise and cooking permits and insurance, as required
- Coordinating with vendors and arranging for event set-up and take-down; arranging vendor walk-throughs of the site
- Arranging for event security, as necessary
- Consulting with clients as needed regarding venue, vendors, and wedding planning issues
- Providing day-of coordination to oversee the event and clean-up, or coordinating with HSP staff to find staff members to substitute
- Enforcing rules and regulations with regard to rental and event use of the Udike Farmstead
- Other event management duties as assigned

##### Vendor Management

- Cultivating exclusive vendor relationships

##### HSP Events

- Assisting with the planning and oversight of HSP-sponsored events, as necessary

**SKILLS AND KNOWLEDGE NEEDED:**

- Oral and written communication skills
- Flexibility; ability to adapt to changing circumstances quickly
- Deadline and detail-oriented
- Team player; must work and interact closely with other staff members
- Personable and pleasant attitude and demeanor with clients of all ages
- Ability to manage many tasks at once; excellent organizational skills
- Ability to lift approximately 20-25 pounds
- Knowledge of the Princeton area and market a plus
- Appreciation for history a plus!

**RECOMMENDED EXPERIENCE:**

- Previous experience in event management, marketing, sales, or other relevant fields preferred

**Evening and weekend availability required.**

Please send resume and cover letter to [izzy@princetonhistory.org](mailto:izzy@princetonhistory.org).

The Historical Society of Princeton is an Equal Opportunity Employer.