



Private Events Assistant Coordinator

Job Summary:

This part-time staff member assists the Private Events Manager in overseeing all aspects of the Historical Society's private event rental program and represents the Society to all rental parties and vendors. This staff member will also assist as a front-of-house visitor services associate during a weekly shift at the admissions desk in the Updike Farmstead museum. This position reports to the Private Events Manager.

Evening and weekend availability required.

Duties/Responsibilities:

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 (if necessary)

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
- Attending permit inspections if necessary
- Coordinating with vendors and arranging for event set-up and take-down
- Arranging vendor walk-throughs of the site
- Consulting with clients as needed regarding venue, vendors, and wedding planning issues
- Providing day-of oversight of the event and clean-up
- Enforcing rules and regulations with regard to rental and event use of the Updike Farmstead
- Other event management duties as assigned

Museum Visitor Services

- Overseeing the six-acre Updike Farmstead during museum open hours
- Handling admission fee transactions
- Greeting and interacting with visitors

Job duties are performed both indoors and outdoors.



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

Hours will vary seasonally with private events, but are expected to average 6 to 10 hours per week.

Please send a resume and brief cover letter to Leanne Hunter at events@princetonhistory.org.

The Historical Society of Princeton is an Equal Opportunity Employer.