



Title: Event Coordinator

Hours: Part time, hours vary with events, overtime exempt. Weekend and evening hours required.

Reports To: Director of Hospitality

Description: The Event Coordinator is responsible for the execution of Independence Seaport Museum's events and client events in museum space. The Event Coordinator provides various services including proposal writing, client walk-throughs, day of event support and other services as directed by the Director of Hospitality.

Qualifications:

- Commitment to keep client events in line with policies and procedures of the Museum.
- Commitment to work in a fast-paced environment.
- Ability to prioritize and change direction mid-project.
- Detail oriented and positive attitude toward the Museum, clients and colleagues.
- Ability to interface with clients, vendors and visitors in an effective and engaging manner.

Duties:

- Present the Museum and rental facilities to potential clients.
- Create proposals for potential clients when requested.
- Work with Director of Hospitality to create strategies for increasing revenue and booking opportunities.
- Coordinate use of building space.
- Oversee vendors during events.
- Coordinate with Museum staff, catering staff, and other vendors to ensure quality event preparation, production and wrap up.
- Inventory and lock-up any remaining liquor post event.
- Walk through with Client/Caterer post event to ensure Museum standards are being adhered to.
- Serve as a representative for the Museum both internally and externally.
- Provide superior customer service to every visitor and maintain a positive attitude toward colleagues.
- Other duties as assigned.

To apply:

Send a brief cover letter and your resume in an e-mail to Dena Rose at drose@phillyseaport.org. **Please include Event Coordinator in the subject line.** No phone calls.

Independence Seaport Museum deepens the appreciation, understanding and experience of the Philadelphia region's waterways through history, science, art and community. For more information, please visit phillyseaport.org.

Location:

Independence Seaport Museum, 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking.

Independence Seaport Museum is an equal opportunity employer committed to diversity in its visitors, board, and staff. The Museum does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, age, disability, veteran status or any other legally protected class status. People demonstrating a commitment to diversity and multiculturalism are encouraged to apply.