



## EVENTS COORDINATOR

### **Job Summary**

Coolidge Corner Theatre is seeking a full-time (40 hours weekly) Events Coordinator to work on our Events team. The Events team works collaboratively across departments to coordinate internal and external events throughout the year. The ideal candidate must possess exceptional hospitality and management skills, have excellent attention to detail, and enjoy being part of a team working with the public in a community-supported arts environment.

Reporting to the General Manager, this position will provide support for the following areas:

### **Event Coordination**

- Prepares event notes and timelines for all repertory screenings, education programs, and assigned rental screenings
- Serves as on site event coordinator for assigned internal events including evening and weekend coverage
- Is knowledgeable about the group sales program and is able to answer questions and refer business
- Assisting Coolidge staff, board, and contractors to plan and execute signature events such as the Annual Film Trivia Night Fundraiser, The Coolidge Award, and The Coolidge Breakthrough Artist Award, with special attention to guest experience

### **Rental and Partner Experience**

- Serving as main contact and liaison for rental inquiries in small theatres, photoshoots, and video shoots
- Schedule and execute contracts for rental engagements. Acting as coordinator and onsite event coordinator for select facility rentals.
- Works with the Director of Finance to facilitate and track all rental payments for assigned accounts
- Builds relationships with new and existing partners to drive business and ensure continuity

- Works with other event staff to ensure that revenue goals are met

### **Guest Performer, Speaker, and Vendor Experience**

- Liaises with scientist speakers for Science on Screen, advancing the show and arranging payment
- Reaching out to other guest speakers and performers as assigned (e.g. visiting filmmakers, lecturers, panelists) prior to their event(s) to: communicate event arrival and other logistics; ensure that any presentation materials have been received; and confirm that all their needs and requirements are met
- Coordinates videography and photography bookings for special events, arranges payments for vendors
- Furnishes basic green rooms

### **Record Keeping**

- Maintains master database of all rental events
- Maintains archive of all guest list and run of shows for past events
- Creates and maintains an inventory of event department items including quantities, links for reordering, and storage locations
- Maintains the active guest list doc
- Oversees event team contributions to the photo archive
- Creates full set of reference photos by venue

### **Qualifications:**

- Demonstrated experience in events planning and management, with nonprofit experience preferred
- Strong time management, organizational and multi-tasking skills; able to set priorities and meet deadlines as well as work independently and with minimal supervision
- Ability to work a flexible schedule; evenings, weekends, and holiday availability required.
- Excellent verbal and written communication skills. Comfort with some public speaking preferred.
- Proficiency with technology, including working knowledge of POS systems.
- Strong work ethic, sense of humor, and commitment to the Coolidge Corner Theatre mission.
- **PHYSICAL DEMANDS:** The physical demands of this position require standing, walking, sitting, stooping, reaching, and manual dexterity. Ability to lift up to 25 lbs.

### **Salary and Benefits**

\$50,000

Events Coordinator is a full-time, exempt, on-site position. Benefit package provided, including medical, dental and 403(b) retirement plan, paid holidays, a flexible spending account, and paid vacation on a graduated scale based on years of service.

### **Application Deadline and Info**

Apply by: March 29, 2026

### **How to Apply**

The Coolidge seeks to engage and retain a diverse workforce and encourages all to apply. Please send a cover letter (Last Name\_First Name\_Cover Letter) and resume (Last Name\_First Name\_Resume) to [jobs@coolidge.org](mailto:jobs@coolidge.org) with “Coolidge Events Coordinator” in the subject line. No phone calls please.

The Coolidge provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Coolidge complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, promotion, termination, layoff, recall, leaves of absence, and compensation.

The Coolidge expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Coolidge’s employees to perform their job duties may result in discipline up to and including discharge.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties and responsibilities that are required of this position. Duties, responsibilities and activities may change, or new ones may be assigned.*