Event Assistant
Job Description

OVERVIEW
A new part-time position within our organization, the Event Assistant, under the direction and supervision of the Events and Rentals Manager is responsible for assisting with the planning, execution, and on-site management of events and rentals at the Theatre. Due to the nature of the position, the Event Assistant’s schedule will adjust from week to week to accommodate scheduled events in the evenings and on weekends.

TYPICAL DUTIES AND RESPONSIBILITIES
Responsibilities include, but are not limited to:

PATRON EXPERIENCE
- Managing and executing logistics of select programs and events, including special screenings with introductions and post-screening panels and Q&As
- Act as liaison to rental clients and provide exemplary customer service
- Ensuring that tech requirements, staffing needs (including photography and videography), guests lists, and pre-event preparations are all in place for select events
- Overseeing assigned special events from setup-to-strike and coordinating as needed with various staff, including Deputy Director, Program Director, Technical Director, Development Team, and Front of House Management
- Working collaboratively with Events and Rentals Manager to support signature events such as the Annual Film Trivia Night Fundraiser, The Coolidge Award, and The Coolidge Breakthrough Artist Award.

GROUP SALES
- Engages in strategic outreach efforts for group sales program

GUEST PERFORMER, SPEAKER, AND VENDOR EXPERIENCE
- Assist with reaching out to guest speakers and performers (e.g., Kids’ Show performers, visiting filmmakers, silent-film accompanists, 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

- Assist with contacting, onsite logistics, and payments for event vendors. Including, but not limited to, catering, photographer, videography services, floral arrangements, event rentals, security.

RENTALS AND PARTNER EXPERIENCE
- Serving as main contact and liaison for birthday party rental inquiries
- Working with Program Director and Rentals and Events Manager to schedule, and execute contracts for, childrens’ birthday parties and other rental engagements as assigned. Acting as coordinator and onsite event manager for select facility rentals and repertory screenings.
- Works with Director of Finance and Administration to collect and track payments for children’s birthday parties and select other rentals.
- Collaborating with Rentals and Events Manager and administrative staff to create excellent event experiences for partner organizations (including film festival partners, Booksmith).

PROCUREMENT
- Maintains inventory of all event supplies
- Responsible for ordering items for the events department as needed

The ideal candidate has a demonstrated interest in event planning and management. They are outgoing, show exceptional judgment, and possess strong organizational and problem-solving skills, as well as the ability to anticipate needs and quickly adapt to challenge/issues. Must exhibit a keen attention to detail and communicate well with others. Must be able to coordinate and plan multiple events simultaneously, meet deadlines, and practice discretion when working with special guests. Excellent customer service skills required. Candidate should be tech-savvy and open to growing their technical skills and understanding. They are eager to immerse themselves in a creative, collaborative environment.

QUALIFICATIONS
- 1 - 2 years’ customer service experience preferred
- Previous event planning experience preferred
- Strong communication skills, spoken/phone and written
- Proficiency in standard office software, such as GoogleDocs, Word, Excel
- An enthusiasm for and understanding of the Coolidge’s work and mission
SCHEDULE AND SALARY RANGE
This position is classified as a part-time, year-round, hourly employee, with a rate of $22/hour and 20 hours/week on average. Hours per week fluctuate seasonally around Coolidge events, with evening/weekend hours required.

HOW TO APPLY
The Coolidge seeks to engage and retain a diverse workforce and encourages all to apply. Please send a cover letter and resume to beth@coolidge.org with “Coolidge Event Assistant” 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.

ABOUT THE COOLIDGE CORNER THEATRE
The Coolidge Corner Theatre is a nonprofit film and cultural institution located in Brookline, MA whose mission is to entertain, inform, and engage — building a vital community through film culture. The Coolidge is highly regarded as the premier art house cinema in New England and a cultural and community asset in Greater Boston, has a membership base of over 4,000, and serves over 220,000 patrons annually. In addition to screening first-run independent films, the Coolidge offers a wide variety of special programs and events, including community discussions, and collaborates with a myriad of other organizations.