

## **ABBE MUSEUM**

Event Coordinator  
Bar Harbor, Maine

Type: Part-Time, non-exempt

(hours vary with increased hours in summer months; average 20/week)

Required Degree: BA/BS

Salary: \$15.00/hour

Position open until filled.

### **Description:**

The Event Coordinator position focuses on producing quality events at and for the Abbe Museum. Specifically, this position will coordinate the production of the annual Gathering Gala, a fundraising auction, and lead planning efforts with the support of the Gala Committee, comprised of staff and volunteers. The Event Coordinator is also responsible for developing, marketing, and managing the Museum's rental program, and will be the staff contact and coordinator for all facility rentals. Museum-produced events will also be the responsibility of the Event Coordinator, i.e., exhibit openings, donor events, etc. The Coordinator will work closely with the CEO and the Leadership Team, and implement policies established by the CEO and the Trustees.

### **Organizational Relationships:**

This is a part-time, hourly position reporting to the CEO with supervisory responsibilities for event volunteers.

### **Skills:**

Excellent planning and communication skills including writing and editing. The successful candidate must also have the highest standards of integrity, must be outgoing, self-starting, well-organized, tactful, detail-oriented, innovative and capable of working under pressure and meeting deadlines. Business acumen is a plus.

### **Institutional Expectations:**

Every employee participates as a team member.

Every employee is cognizant of our fundraising needs and is involved in the process.

### **Requirements:**

College graduate (required) with at least five years of experience in non-profit institutions or event planning (preferred). Thorough familiarity with computers is a must and a willingness to learn and respect the unique workings of a museum facility.

**Interested candidates should mail a resume or CV and cover letter to:**

**Cinnamon Catlin-Legutko - Abbe Museum - PO Box 286 - Bar Harbor, ME 04609**

**Or, email the package to [cinnamon@abbemuseum.org](mailto:cinnamon@abbemuseum.org).**

**Emailed applications are accepted but mailed applications are preferred.**