JOB POSTING

TITLE: Events Assistant
DEPARTMENT: Office of Events

SUMMARY: Reporting to the Director of Events, this position provides administrative and onsite event support to the department’s work in promoting event rentals of the facility, and managing internal event needs.

RESPONSIBILITIES:
- Maintains an accurate calendar of events for the facility coordinating smooth and efficient use of Newberry meeting spaces by internal departments and external clients;
- Performs office tasks, including managing incoming calls and messages, filing, billing and invoicing;
- Supports working relationships with clients, vendors, industry partners, and staff members;
- Engages with potential and existing clients with professionalism and exceptional customer service;
- Assists with internal events from planning to completion, as needed;
- Participates in event management, spanning from inquiry, to contract, to event logistics, and follow-up;
- Assists in executing Marketing Strategy through social media, website, and other avenues to increase exposure to our facilities and rental income;
- Promotes the Library in the community (potential clients, business partners, vendors, etc.) to increase business and public awareness;
- Maintains stock of items (e.g., linens, candles, and décor) for internal and rental event use;
- Works closely with the Director and Assistant Director performing additional tasks as needed.

PHYSICAL REQUIREMENTS:
- Occasional lifting and movement of up to 40 pounds;
- Movement around office and across multi-floor building for office and event needs;
- Physical strength, mobility, and endurance required for operation and movement of office equipment, event décor, and event fixtures.

QUALIFICATIONS:
- High school diploma or G.E.D. certificate required;
- Excellent communication verbal and written skills;
- Excellent interpersonal skills with a high level of professionalism and customer service ethic;
- Strong computer skills (Microsoft Office), social media knowledge and skills preferred;
- Superior time management and multi-tasking abilities;
- Able to work independently and collaboratively in an environment with shifting needs and priorities.

SCHEDULE: This is a part-time, nonexempt position, working on average 25 hours per week. Availability on Tuesdays and Saturdays is required, with other scheduled hours to be determined in conjunction with the
supervisor. The incumbent will be required to occasionally work additional (evening) hours based on event needs. The incumbent will work fully onsite.

**BENEFITS:** This position is ineligible for health benefits.

**TO APPLY:** Interested candidates should email a cover letter and resume to jobs@newberry.org. Applications sent without both items will not be considered. Please, no phone calls.

*The Newberry’s commitment to diversity, equity, and inclusion is essential to our mission: providing free and open access to a collection spanning more than six centuries; building and sustaining communities of learning; advancing and disseminating knowledge; and acquiring and preserving materials that represent a range of perspectives and experiences—including those that historically have been underappreciated, marginalized, or silenced. As a civic institution that values the free exchange of ideas, it is the Newberry’s duty to ensure that attention to diversity, equity, and inclusion informs all that we do, internally and externally. This is an urgent priority for the staff and board of trustees as we shape our institution and outreach.*