

# THE MOUNT

EDITH WHARTON'S HOME

## **Public Programs Assistant – Seasonal May - October**

### **Overview:**

We are looking for a dynamic, team-orientated member to assist the Public Programs Director in the execution of a wide range of events including, literary, music, and community programs. The Public Programs Assistant will also assist with volunteer coordination and provide general administrative support.

### **Responsibilities:**

- Assist with program logistics including: communications, audio-visual and event space set-up, event documentation
- Be on-site the day of programs to assist Public Program Director or other staff. Assistant may serve occasionally as the event manager when the Public Program Director is unavailable
- Oversee ticketing and ticketing inquiries for all programming
- Work with Public Program Director to manage event listings on The Mount website
- Perform a variety of administrative support functions including answering questions and inquires, preparing reports and documents and any other duties as assigned
- Assist with coordination of volunteers for programs
- Assist with promoting public programs, including circulation of promotional materials

### **Necessary Knowledge, Skills and Abilities:**

- A positive work attitude and the ability to give and receive constructive feedback
- Strong work ethic
- Excellent written and verbal communication
- Ability to work well with a team
- Logical and methodical approach to problem solving
- The ability to multi-task and manage multiple priorities in a time sensitive and sometimes stressful environment
- Ability to use computers and A/V equipment
- Proficiency using multiple desktop and mobile software programs including Word, Excel, Outlook as well as computer literacy and ease in learning new software systems: Windows and iOS

### **Education/Experience:**

Bachelor's degree in communications, education, museum studies, arts management, or a related field is preferred

Event planning experience or prior work with community engagement is preferred

**Special Requirements:**

Must have a valid Driver's License

Flexible work schedule required. Must be available night, weekend and holiday hours.

**Physical Demands:**

The employee is regularly required to sit and stand; push and pull with force. The employee is occasionally required to climb and stoop; reach with hands and arms; use hand to finger objects and controls. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision; reading of written, printed, or computer screen data.

**To Apply:**

E-mail resume with cover letter to: [info@edithwharton.org](mailto:info@edithwharton.org) or mail to: The Mount, P.O. Box 974, Lenox, MA 01240, Attn: Tammy Walger.

The Mount is an equal opportunity employer.