Public Programs Coordinator – Seasonal May – September
30-40 hours per week

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 Coordinator 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.
- Communicate with internal stakeholders and visiting artists/writers/speakers to determine event needs including but not limited to: event logistics, run of show, lighting, audio, projection, stage management.
- Coordinate logistics including: creating run-of-show files, pre-event sheets and post-event reports to ensure smooth event flow and communication.
- Work with Public Programs Director and other staff to determine staffing/volunteer needs for events, arrange coverage and manage event staffing calendars.
  - Supervise volunteers and event staff as needed.
- Work with Public Program Director to manage event listings on The Mount website and ticketing systems.
- Work with event staff to set video screen, sound equipment, lighting, and seating as needed for events.
- Re-organize and/or reset event spaces after events.
- Manage A/V for events.
  - Serve as Production Lead of on-call technicians for events as scheduled.
  - Serve as Audio Tech, or House Manager for assigned events.
  - Track inventory, and notify Public Programs Director of any maintenance or equipment needs to insure sufficient event support.
- Represent department at meetings and client site visits as needed.
- Perform a variety of administrative support functions including answering questions and inquires, preparing reports and documents.
- All other duties as assigned.

Necessary Knowledge, Skills and Abilities:
- A positive work attitude and a desire to proactively and warmly welcome guests, respond to questions and offer guidance.
- Strong work ethic and the ability to anticipate staff and talent needs and provide solutions.
- Excellent written and verbal communication.
• The ability to multi-task and manage multiple priorities in a time sensitive and sometimes stressful environment
• 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.
• Experience working with Eventbrite, WordPress, and MailChimp preferred.

**Education/Experience:**
• Bachelor’s degree or 3-5 years equivalent professional experience.
• Experience in a nonprofit environment a plus, with performing arts technical or administration experience preferred.
• Experience with setup and troubleshooting of computers, projectors, and microphones strongly 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 or mail to: The Mount, P.O. Box 974, Lenox, MA 01240, Attn: Michelle Dempsey.

The Mount is an equal opportunity employer.