

Massachusetts
Historical Society
Founded 1791

Programs & Events Manager

Purpose:

Reporting to the Director of Engagement (DoE) on the Programs and External Affairs (PEA) team, the Programs & Events Manager (PEM) is a creative and detail-oriented event professional interested in helping grow capacity in an evolving and growing cultural institution by producing a variety of high-caliber events and programs. The PEM oversees logistical and tactical operations needed to conceptualize, develop, and execute high-quality events and programs for the public, donors, supporters, and key stakeholders. The ideal person for this role is an experienced, operationally-minded event professional who can perform two things simultaneously: the logistical rigor of running complex, multi-stakeholder events and the creative team-based sensibility to make those events feel distinctive and mission-aligned.

This is a collaborative role, working across multiple departments to execute successful programs and events.

Key Contacts:

Reporting Relationships: This position reports to the Director of Engagement

Supervisory Responsibility: None

External: Program attendees, Trustees, Advisors, Members, key stakeholders, community groups, partner organizations, vendors related to events

Internal: Director of Engagement, PEA team, development, communications, and research staff, Visitor Services staff, Ops staff

Schedule and Working Conditions:

The PEM primarily works on-site at the Society's Boylston Street, Boston headquarters. Occasional hybrid work is available, but the PEM's schedule will adjust based on program needs. While the regular salaried work week of the Society is 35 hours, Monday-Friday between 8:00 AM and 5:00 PM, the PEM will be expected to work evenings at events in support of the Society's work. Direct, full-time, on-site presence and support in the execution of all events and programs is an essential function of the position.

Major Responsibilities

- Reporting to the DoE and working with Development and Research staff, this position manages the planning and execution of a variety of events, including public programs, exhibition receptions, Members Holiday Party, donor events, other member events, meeting receptions, and the Gomes Prize.
 - Support the DoE in proposing and researching potential program topics, speakers, and creative programmatic elements such as performances and thematic evenings.

- Work with DoE, Development, and Communications staff, helping to draft and edit program descriptions and speaker biographies.
- Review and finalize event logistics and programmatic elements, including catering, entertainment, speakers, event flow, and set-up planning.
- Oversee event preparation, including the run of show, content, and expectations with speakers, and pertinent staff.
- Oversee event follow-up, including debriefs with relevant staff and partners.
- Identify and negotiate with vendors (including hotels, catering, photography, audiovisual, and others), consulting with Director of Engagement, Director of Development, and Finance staff as needed.
- Manage food and beverage offerings, design, and vendor execution for programs, events, and seminars.
- Track expenses.
- Work with Communications and Development teams to ensure information for promotional efforts, calendars, and invitations is provided in a timely manner.
- Create registration links for programs and events including seminars and teacher workshops.
- Work with Communications team on event signage and collateral.
- Provide day-of support at the event including room set up, registration, and operation of Zoom/You Tube for online attendees.
- Create attendance systems and workflows to ensure accurate attendance records are kept and reported
- Design annual Making History Gala event, working with the Director of Engagement and the Senior Director of Development.
 - Coordinate with keynote speaker(s) and honorees
 - Plan and coordinate event details with venue and vendors
 - With consultation to Sr. Dir. Of Development, manage Gala-related video projects, including development of content and script, logistics of filming days, and overseeing the editing process
 - Coordinate day-of logistics with Development staff
 - Provide regular updates to Director of Engagement, Senior Director of Development, and President
- Work with Director of Engagement to develop organization-wide systems and processes to operationalize event planning across a variety of events, including but not limited to:
 - Researching and implementing a preferred vendor system
 - Vetting, finalizing, and negotiating with vendors
 - Developing checklists, systems, and process documentation for various event types
 - Maintaining, reviewing, and updating event and program equipment inventory
 - Developing and executing vendor, performer, and speaker contracts
 - Track, monitor, and analyze attendance and audience trends
- Keep up with information, trends, and best practices in event management and planning, with a special focus on arts and culture philanthropy and events
- Work with Director of Engagement and in collaboration with PEA staff to strategize new events and outreach to expand additional audiences.
- Work creatively and collaboratively across all MHS departments to identify relevant contributors to events and programs and identify new collections and staff resources.

- Work with Director of Facilities and Safety to develop complementary systems and workflows to ensure Facilities staff's ability to support Programs and Events, and refine issues of safety, event foot traffic, and other aspects of day-of execution.
- On an ongoing basis, identify opportunities for improved processes and task allocation across departments to ensure effectiveness and impact of programs and events, working with Director of Engagement to plan and implement new systems and workflows across teams

Requirements:

- Bachelor's degree and 5-7 years of event planning and execution experience in a non-profit or academic environment
- Experience developing creative programmatic elements, such as performances
- Experience developing programs for specific constituencies, such as Young Patrons
- Experience executing Gala-level events
- Experience working with donors, Members, trustees, and advisors with the ability to create a variety of guest experiences ranging from a more formal and traditional arts and culture audiences to untraditional events for new audiences and younger patrons
- Experience managing multiple projects across different teams and deadlines, with strong skills in calendar management, meeting planning, and the creation and dissemination of agendas, meeting documents, minutes, and next-actions memoranda; ability to provide proactive and regular progress reports to relevant project participants and stakeholders.*
- Experience developing and implementing organizational systems and processes, including workflow documentation, work plan development, and task management across multiple event types.
- Experience identifying, vetting, and negotiating with preferred vendors, with demonstrated ability to plan for, communicate, and meet deadlines across concurrent projects.
- Ability to plan for, communicate, and meet deadlines
- Ability to train vendors and other staff on relevant systems and checklists*
- Ability to regularly work on site at the MHS Boston headquarters*
- Ability to use computer, printer, and other office equipment*
- Ability to regularly work afternoon and evening events on the Society's calendar of programs and events*
- Ability to sit,* stand,* walk,* and bend regularly,* and occasionally lift or carry up to 50 lbs.
- Ability to operate video/audio conference, streaming, and meeting tools*
- Ability to navigate crowded standing or seated crowds in order to assist with program delivery*

*Essential functions of the position

Skills

- Excellent oral and written communication skills
- Exceptional organizational abilities and proven project management skills with the ability to prioritize, multi-task, and meet deadlines
- Driven and motivated with a high level of attention to detail
- Collaborative workstyle both within the organization and with external constituencies
- Ability to escalate and independently problem-solve time-sensitive issues and to manage vendors
- Tact, discretion, and an ability to communicate with different constituencies while moving projects forward
- Experience working with and managing vendors and overseeing logistical event implementation from catering & equipment deliveries to meal/food service and more
- Ability to work collaboratively with internal staff responsible for facilities/technical/operational aspects of event/program execution
- Proficiency in Microsoft Office, Adobe Acrobat, Canva, and Zoom/MS Teams/Google; experience using Blackbaud Altru or similar ticketing and membership database
- Meet/YouTube; familiarity with email-based communications and social media tools
- A keen aesthetic sensibility that ties event décor, menu, and other elements to create memorable experiences, with an ability to systematize the work for regular execution
- A good sense of humor and collegial attitude
- Genuine interest in the Society's mission

Compensation and Benefits:

The firm budgeted range for this position is \$75,000-\$85,000.00/year. Benefits include generous sick and vacation time, a 401(k) match, and health, vision, dental, and disability benefits, as well as other discounts and tax-advantaged savings accounts.

The MHS is an equal opportunity employer.

The MHS follows the requirements of state and federal law in providing equal opportunity in hiring and employment. The Society's goal is to employ a workforce that is representative, at all job levels, of the people whose histories we collect. Candidates of all backgrounds are welcomed and encouraged to apply. Consistent with our obligations under Massachusetts and federal law, we are committed to creating a workplace free from harassment and discrimination on the basis of any status or condition protected by state or federal law. We offer a competitive benefits and time off package; salary ranges are posted in each job posting. Candidates in search of accommodations should contact our Human Resources Director at erikabarrie@masshist.org.

Hiring Process:

Interested applicants should send a single PDF with their resume and a cover letter to PEAjobs@masshist.org. Finalists will be asked to submit three references and any candidate receiving an offer will be required to complete an education verification and pass a CORI and SORI check. **No recruiters or staffing agencies, please.**