



## **EVENT COORDINATOR I AND II**

### **Position Overview**

Under the supervision of the Manager of Events, the Event Coordinators are responsible to help ensure that clients of History San Jose events are given the highest level of customer service while using HSJ resources effectively. This position is responsible for supporting daily operations duties at History Park and the Gonzales/Peralta Adobe-Fallon House Historic Site including opening and closing of the site. This position is cross-trained to work in a variety of areas supporting the Events Department and receiving the opportunity to build your own portfolio of events.

### **History San José**

History San José is the largest regional history museum in Northern California, managing 31 historic structures at two locations: History Park and the Gonzales/Peralta Adobe-Fallon House Historic Site. Our passion is to preserve Santa Clara Valley's dynamic history through our collections and exhibits, hands-on programs and events, and, offering award-winning school programs to over 10,000 students. History San José has also cultivated a unique set of partnerships with community members that enable them to tell their histories in their own way.

### **Knowledge, Abilities and Skills**

- Valid California driver's license
- Ability to lift and carry at least 50 pounds
- Ability to follow oral and written directions independently
- Knowledge of basic computer programs and uses: Microsoft Office, Excel, Google calendar
- Ability to maintain a high level of customer service and professionalism while working events with high attendance where demands may be extremely heavy for concentrated periods of time
- Documented knowledge of the requirements managing private and public events
- Ability to pay attention to detail in order to produce accurate and timely work within a rapid-fire work environment



### **Duties and Responsibilities**

- Assisting with the Manager of Events for events ranging from 100 - 5,000 people
- Ability to work some weekends and some late nights
- Scheduling events for the venue
- Master calendar management
- Assist clients in identifying and securing the necessary city services, permits
- Maintain a current vendor list of caterers and other contract services
- Coordinate event meetings with the City, Fire, Police and Event Coordinator to ensure all events are following the Special Events Park Use guidelines provided by the City of San Jose
- Learn how to manage and monitor your own events
- Responsible for set up and take down for events as directed including tables, chairs, meeting and decorative elements
- Secure museum facilities in accordance with HSJ policies and procedures including arming/disarming alarms, locking/unlocking doors and checking doors of historic and replica buildings
- Event file management
- Perform other duties assigned by the Manager of Events

### **Qualifications**

#### **Education and Experience**

- High School diploma or equivalency certificate and one (1) to three (3) years of experience in events, management, hospitality management or a related field.
- Forklift certification (Provided by History San Jose)

#### **Preferred Characteristics**

- Ability to work in a fast-paced environment with multiple demands:
- Ability to successfully manage multiple projects and prioritize tasks especially during events
- Ability to work in a team environment of fluid boundaries and mutual support

## History San José



Preserving Our Heritage

- Fluency in one or more non-English languages relevant to the population of Santa Clara Valley is a plus
- Ability to maintain humor and good relations with others while working under pressure
- Ability to problem solve with efficiency;
- Strong communicator
- Problem solving skills
- Creative and a self starter
- Motivated and persistent

### **Specifications**

- Classification: Non-exempt
- Reports to the Manager of Events
- Part Time, up to 25 hours/week
- Intern, up to 15 hours/week
- Available for Saturday and Sunday, and occasional evening events
- Hourly Rate: \$
- Benefits in accord with HSJ Employee Handbook

### **How to Apply**

**Interested candidates should submit their resume and cover letter to Barbara Johnson, Director of Operations, [bjohnson@historysanjose.org](mailto:bjohnson@historysanjose.org). Please specify if you are applying for the part-time (event coordinator I) or intern (event coordinator II) position.**