

History San José



Preserving Our Heritage

EVENTS COORDINATOR

The Position

History San José (HSJ) is seeking a detail-oriented, self-motivated, highly-organized part-time Events Coordinator to assist the Special Events Manager. The ideal candidate will have some experience in events management, hospitality management, customer service, or a related field.

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.

Duties & Responsibilities

The Events Coordinator reports directly to the Special Events Manager and has the following primary responsibilities:

- Maintain a flexible, professional and friendly attitude with staff and clients promoting quality customer service. Responds to inquiries;
- Secure facilities in accordance with HSJ policies and procedures including arming/disarming alarms, locking/unlocking doors and checking windows and doors of historic and replica buildings;
- Responsible for the aesthetics of the site daily and during events, maintaining a positive appearance of the park grounds, parking lots, buildings, and equipment;
- Coordinate with clients for pre-event set up needs and post-event tear down requirements;
- Maintain up-to-date calendars, checklists, and documentation as directed;
- Assists the Special Events Manager, CEO/President and other staff on special projects as requested;
- Troubleshoot issues during events;
- Coordinate with the Facilities Manager to execute events, including set-up, take down, utilities, equipment, and any additional services and rental requests; and
- Perform other duties as assigned.

Qualifications

- High school diploma or equivalency certificate and three (3) years of experience in events management, hospitality management, customer service, or a related field;
- Valid California driver's license;
- Ability to lift and carry at least 50 pounds;
- Comfortable being on your feet for longer periods of time;
- Ability to follow oral and written directions independently;
- Familiarity with G-Suite, Microsoft Office, Adobe Acrobat, Zoom, and can quickly learn our software applications for reservations;
- Ability to multitask, adapt to changing priorities, and manage their time effectively;
- Ability to maintain a high level of customer service while working events with high attendance where demands may be extremely heavy for concentrated periods of time;
- Customer service and events experience desired;
- Fluent in one or more non-English languages: Spanish and Vietnamese would be particularly valuable; and
- Documented knowledge of the requirements managing private and public events.

The ideal candidate:

- Is reliable and committed to their position, the events team (including staff and volunteers), and the organization's mission;
- Has a proven track record of being detail-oriented, problem-solver, and self-motivated to work independently;
- Is positive, energetic, and cooperative in their working relationships;
- Believes in a visitors-centered approach for special events and has experience in customer service and conflict management; and
- Is flexible and can perform other duties and tasks as assigned/needed.

Hours, Salary & Benefits

- Classification: non-exempt, part-time employee; year round;
- Reports to Special Events Manager;
- 20-25 hours/week;
- Available for Saturday and Sunday; and occasional evening events;
- Hourly Rate: \$25; and
- Benefits in accord with HSJ Personnel Policies

***To apply for the position of Events Coordinator please submit a cover letter and resume to Barbara Johnson:
bjohnson@historysanjose.org***