



Events Coordinator

POSITION SUMMARY:

The Events Coordinator (“Coordinator”) is a critical member of the Visitor and Member Engagement team reporting to the Director of Programs and Audience Engagement.

The Coordinator is responsible for overseeing and coordinating all on-site events, including: rentals, NSCDA State Society meetings and events, and NSCDA/Dumbarton House Board meetings and events. They oversee, schedule, and train all events staff and volunteers. They serve as an ambassador for the NSCDA and Dumbarton House, and must exercise considerable discretion, professionalism, diplomacy, polish, and independent judgement.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Negotiate and manage all rental event contracts according to institutional policies. Review rental event contract language, policies, and rules, recommending revisions to best protect NSCDA and Dumbarton House interests while communicating clearly with prospective and contracted clients.
2. Respond to prospective client email and phone inquiries. Schedule and staff site visits for prospective and contracted clients as needed during the Coordinators’ scheduled business hours. Place all appointments on master calendar and alert appropriate staff to any meeting/appointment needs.
3. Coordinate contracted rental/NSCDA/Board/State Society event logistics with the NSCDA Membership Manager, NSCDA members, and Facilities Manager, as required.
4. Schedule and coordinate vendor access to the site and needed utilities as well as on-site event supervisors and guides. Includes overseeing event set up and custodial needs.
5. Create and maintain Events Office files.
6. Recruit, train, schedule, and supervise part-time event supervisors and event guides to ensure high levels of site/collection security, guest safety, positive neighborhood relations, and client satisfaction, in accordance with all NSCDA personnel policies and procedures and in coordination with Programs Manager, Education Manager, Curator, and Collections Manager to ensure proper museum training.
7. Review staffing levels, training, and procedures for event supervisors and guides; make changes as needed (new checklists, schedule process, etc.); and implement accordingly.
8. Review and implement existing and new marketing and outreach initiatives to maintain wedding business and to grow corporate/non-wedding business. Proactively market the site in order to meet budget targets. Support Assistant Director, Communications and Marketing in online paid advertising and organic posts on Dumbarton House social media.
9. Establish and maintain professional contacts across the Capital area, representing the NSCDA at relevant forums and events, and cultivating support for rental events business.



10. Comply with The National Society of The Colonial Dames of America Personnel Policies and Institutional Code of Ethics.
11. Perform other duties as assigned.

KEY ATTRIBUTES & QUALIFICATIONS:

1. High School Diploma or GED Certification + 1 year of experience managing events/program. (B.A. degree with studies in business administration. Hospitality, historic preservation, or museum studies + 2 years of experience managing events/programs at small to mid-size non-profit institution preferred.)
2. Excellent written and verbal communication skills.
3. Organization, accuracy, and attention to detail.
4. Stellar professionalism and excellent customer service skills.
5. Ability to work independently, exercise sound judgment, make and implement appropriate decisions in order to address changing circumstances (i.e. weather, power, vendor, guest), and communicate in a professional manner with a wide variety of audiences, including Board members, staff, volunteers, and constituents.
6. Proficiency in Microsoft Office software (outlook, word, excel), and willingness to learn new learn new programs as required.

SALARY AND BENEFITS:

- \$35,000 – 40,000 annually
- Paid time off
- Health, Dental, and Vision Insurance
- Retirement Plan
- Life Insurance.
- Free on-site parking
- Transit/Capital Bike Share benefits
- Staff museum gift shop discount
- Dumbarton House is an Equal Opportunity Employer.
- Proof of full vaccination is required upon hire.

TO APPLY:

- Send a cover letter and resume to: Hiring Committee at jobs@dumbartonhouse.org subject line: “Events Coordinator”
- No phone calls please.
- Qualified applicants will be contacted to schedule an interview and have references reviewed.

Location: Dumbarton House Museum, 2715 Q Street, NW Washington DC, 20007

About the NSCDA



The National Society of The Colonial Dames of America (www.nscda.org) is one of the oldest historic preservation organizations in America. Founded in 1891 as a women's lineage organization, the NSCDA now has over 15,000 members in 44 Corporate Societies and owns, operates or supports over 90 historic properties and sites throughout the United States. Our mission is to promote respect for the people, places and events that led to the formation of our country through historic preservation, patriotic service, and history education programs.