



JOB OPENING
EVENTS MANAGER
January 5, 2024

Brattleboro Museum & Art Center (BMAC) seeks an individual with outstanding interpersonal, organizational, and communication skills (written and verbal), as well as a passion for the arts and community engagement, to become its new Events Manager. Attention to detail and ability to multi-task are critical. Prior experience in event production or visitor services, public speaking ability, and tech savvy are beneficial.

RESPONSIBILITIES

The Events Manager is responsible for the smooth and successful planning and execution of most BMAC events—approx. 70 per year (onsite, offsite, and online), including public events and programs, third-party rental events, fundraisers, and Board meetings. For each event, the Events Manager's responsibilities begin at the brainstorming stage and conclude with debriefing, documentation, and sending out thank-you notes.

Some specific responsibilities include but are not limited to:

- Collaborating with the Director and other staff members to conceive of public events that align with the mission of BMAC and the needs and interests of the communities the museum serves;
- Communicating effectively with presenters, renters, partners, vendors, co-workers, and others in the course of shepherding events from idea to reality;
- Scheduling events in a fashion that allows for timely and effective promotion and execution;
- Hiring, training, supporting, and supervising paid and volunteer event staff;
- Developing an implementation plan for each event that accommodates the needs and requirements of everyone involved, including presenters, renters, partners, vendors, co-workers, funders, audiences, staff, volunteers, and others;
- For many events, serving as the public-facing host, welcoming audiences, introducing presenters, facilitating discussions, etc.;
- For selected events, organizing and leading effective debriefing, evaluation, and internal reporting; and
- Supporting and advancing BMAC's commitments to diversity, equity, accessibility, and inclusion.

HOURS + SCHEDULE

The Events Manager works 20-24 hours per week, including a regular schedule of at least 12-16 hours during regular office hours (Monday-Friday, 9-5) and occasionally as many as 8-12 hours during the evening or on weekends, when many events take place. Some remote work may be possible.

COMPENSATION + BENEFITS

Starting salary is based on an hourly rate of \$20-25 per hour, depending on prior experience and skills. Current benefits include fully subsidized dental and vision insurance, plus contributions to an employer-sponsored retirement plan. Paid time off is prorated based on full-time equivalency of 0.5-0.6 (20-24 hours per week) and includes 7-9 paid holidays, 5-6 days of paid vacation (increasing over time), 5-6 personal/sick days, and generous parental leave.

HOW TO APPLY

To apply, please assemble the following items into a single PDF and send via email to director@brattleboromuseum.org with the subject line "Events Manager Application: [YOUR NAME]":

- Brief cover letter highlighting any relevant experience, skills, and accomplishments
- Resume or CV
- Names, email addresses, and phone numbers for three professional references (we will not contact your references without prior notice)

We will contact you via email within three business days to confirm that we have received your application. If you do not receive the confirmation email, please call 802-257-0124 x108. Please do not call before three days have elapsed. Interviews will be conducted in person or via Zoom.

Review of applications will begin immediately and will continue until the position is filled.

ABOUT THE BRATTLEBORO MUSEUM & ART CENTER

The Brattleboro Museum & Art Center (BMAC) is an independent, non-collecting, contemporary art museum in Brattleboro, Vermont, whose mission is to illuminate art and ideas in ways that inspire, inform, and connect people from all walks of life.

BMAC was founded in 1972 by a group of citizens committed to saving Brattleboro's historic Union Station building from the wrecking ball. Originally a seasonal operation run entirely by volunteers, today BMAC is open year-round, serving thousands of children and adults, locally and worldwide, through 15-20 exhibitions per year, dozens of public events, virtual tours and other online resources, and extensive education programs. An anchor of southern Vermont's cultural life, BMAC has been widely recognized for its innovative approaches to community-based engagement with the arts.

Recent noteworthy exhibitions have included *Keith Haring: Subway Drawings*, featuring works that had not been seen since they were created by Haring 40 years ago; *Jennifer Mack-Watkins: Children of the Sun*, curated by David Rios Ferreira and reviewed in the New York Times, Essence, Bust Magazine, and Burnaway, among others; and *If she has a pulse, she has a chance*, a collection of photographic portraits and stories of people in recovery, for which BMAC received the Jack Barry Award from the Vermont Association for Mental Health and Addiction Recovery.

BMAC partners with a local social service agency to offer arts programming in Head Start classrooms; works extensively with local K-6 public schools, both in the classroom and at the museum; and serves as the Vermont affiliate for the Scholastic Art & Writing Awards, a nationwide program that nurtures the talents of budding artists and writers in grades 7-12. Among BMAC's signature family programs are an

annual LEGO contest; a one-of-a-kind domino-toppling event (the videos of which have been viewed tens of millions of times worldwide); and *Glasstastic*, a bi-annual program whereby glass artists create original sculptures based on children's drawings of imaginary creatures.

Brattleboro Museum & Art Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not tolerate discrimination or harassment of any kind. All employment decisions are made without regard to race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.