



**City of Holyoke**  
**Wistariahurst Museum**  
**Part-Time Enterprise Coordinator**  
**JOB POSTING – January 3, 2023 - January 17, 2023**  
**INTERNAL FOR 7 WORKING DAYS**

[Wistariahurst | An Historic House Museum](#) is dedicated to preserving Holyoke's history and inspiring an appreciation of history and culture through educational programs, exhibits, and special events.

**Position Summary:** Develops, markets, implements, and oversees private events, special programs, and services.

**Essential Functions:** Creates, plans, markets, implements, and oversees cultural and social events; Schedules and coordinates events including weddings; Supervises per diem event staff and volunteers; Assists the Director and City Historian with creating a year-long event plan and budget for Wistariahurst; Monitors and evaluates existing programs through client surveys and feedback; Maintains budgets and accounting for Wistariahurst enterprises, such as weddings, gift shop and space rentals; Coordinates logistics for all special events and programs, such as catering and staffing; Manages the facilities by coordinating the scheduling of space, event equipment, and supplies; Assists with the marketing and scheduling of group tour companies; Works with the Director to manage the gift shop by planning retail and monitoring and evaluating sales; Coordinates with contracted Concert Promoter to assist in the recruitment and marketing of performances and events; Assists in general Wistariahurst operations on an as needed basis including, but not limited to, assisting at parties/events and assisting other staff and volunteers. *The essential functions or duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

**Knowledge, skills, and ability required:** Knowledge of area vendors, and other area event and rental venues; Ability to develop constructive working relationships with service providers, event staff, volunteers, and the public; Ability to communicate effectively both orally and in writing; Ability to plan, implement, and evaluate successful special events; Strong computer skills including desktop publishing and website maintenance; Ability to supervise staff and volunteers; interpersonal and problem-solving skills.

**Knowledge, skills, and abilities preferred:** Commitment to the mission of the museum.

**Experience required:** At least three years in special event planning and programming, for instance, wedding parties; experience in event marketing and networking and coordinating outside vendors and contractors, or any equivalent combination of education and experience.

**Education, certification, licensure, or other similar required:** Graduation from high school or GED; MA driver's license.

**Education, certification, licensure, or other similar preferred:** B.A. degree in a related field. Bilingual English-Spanish preferred.

**Supervision:** Supervised by the Director

**Supervisory responsibilities:** Some supervision given to per diem employees and volunteers.

**Job Environment:** Work is performed under typical office setting and at the Wistariahurst Museum; work environment is moderately noisy with frequent interruptions. Work in an historic home may include exposure to dust and other irritants; Operates a computer, telephone, and other standard office equipment; Makes frequent contacts with the general public, independent contractors, service providers, and community groups. Errors in judgment could result in delays or loss of services, injuries to other employees, damage to the building and/or equipment and have legal or financial repercussions.

**Physical Requirements:** This position is regularly required to walk, stand, sit, talk, and hear; climb stairs; Uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects; Employee may occasionally lift and/or move objects weighing up to 60 pounds such as tables, chairs, equipment, supplies, etc. *The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Hours:** Part time, 20 hours per week, including attendance at evening and weekend events

**Employment status:** Regular employment

**Pay rate:** \$19.1878 - \$19.7317 per hour paid biweekly, NAGE, Grade W-10

**Fair Labor Standards Act (FLSA) status:** Non-Exempt (hourly)

**Employee Benefits:** City of Holyoke (Part Time)

Please send your letter of interest and your resume by email to [personnel@holyoke.org](mailto:personnel@holyoke.org).

*City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.*