



<b>Job title</b>	Director of Events
<b>Reports to</b>	President and CEO, Thomas W. Haas Endowed Chair
<b>Status</b>	Full-time (37.5 hours/week), Exempt, Salary
<b>Direct Reports</b>	PT Event Assistant, Volunteers, Development and Events Intern
<b>Pay Range</b>	\$50,000 - \$60,000 annually

### Job Summary

The Director of Events oversees the Museum’s signature events, food and beverage offerings, as well as site rentals by outside individuals or organizations. This role is responsible for leading staff across a variety of departments in planning and executing successful events as well as continually evaluating events’ ROI. The Director of Events serves as the point of contact for site rentals and is tasked with growing the site rental program year over year. This position will be supported by a PT Event Assistant.

### Duties and Responsibilities

#### Signature Events

- Oversee the Museum’s 4-5 Signature Events through all phases including planning, execution, and event evaluation
- Coordinate outside vendors
- Ensure SBM and vendors are following all city regulations, licensing during events, especially for things like: food service, liquor, tents, bonfires, etc.
- Spearhead all event planning and debrief meetings leading up and to after each event
- Vet and secure arts performers for special events
- Coordinate with other SBM Departments to assign individuals to specific roles, schedule, and train Special Events volunteers and staff
- Design and oversee event design for each museum event including: working with the Facilities Department to install, maintain, remove, and store inventory of supplies
- Budget for each event, maintain records for all financial transactions, and compile Event Evaluation reports for the President, and Board of Trustees
- Collaborate with the Marketing and Development Departments to ensure ticket sales, sponsorships, and grant funding
- Perform consistent internal and external event evaluation, creating systems for

- continual improvement
- Develop annual budget of income and expenses for signature events.

#### Site Rentals

- Promote SBM as a unique and premier rental location on the Seacoast
- Develop and implement a sales strategy and work with the Director of Marketing to coordinate marketing efforts
- Achieve annual revenue target and regularly report on status
- Respond to rental inquiries in a timely, effective and proactive manner
- Administer venue visits with potential clients and proactively facilitate follow-up conversations
- Schedule all event rentals (including coordinating the interdepartmental SBM calendar), negotiate and document contracts
- Invoice, receive, deposit, and allocate all money from facility rentals and monitor accounts receivable in cooperation with the Finance Department
- Update the internal master events calendar and communicate with SBM staff about needs for set-up and clean-up
- Work directly with clients, caterers and vendors to handle all logistics related to event rentals
- Be present at rental functions or ensure adequate SBM staff coverage
- Coordinate rental efforts with the Corporate Sponsorship Program
- Resolve customer complaints
- Ensure compliance with insurance, legal, health and safety regulations (Dig Safe, etc.), all laws and rules pertaining to alcohol on premises, and obtain any required permits and licenses.
- Develop an annual budget of income and expenses for site rentals.

#### Food and Beverage

- Ensure the Museum's food and beverage program is compliant with local, state, and federal laws, regulatory requirements, licenses, and permits related to service and operations
- Coordinate with the Director of Visitor Services to ensure food and beverage options are available for guest purchase throughout the historic house season and skating season.
- Ensure all permits are in order for food and beverage sales both during daily programming and during special events and community event site rentals
- Coordinate with vendors/service providers of food and beverage on site as needed ensuring family-friendly food options as well as hot and cold non-alcoholic beverages
- Meet annual revenue goals for food and beverage sales through daily operations and special events
- Develop and implement F&B strategic plan and annual budgeting needs.

#### Additional Duties

- Participate in all trainings and workshops required of Strawberry Banke Museum staff
- Serve as a member of the Safety Committee and attend, at a minimum, quarterly meetings
- Other duties as assigned

#### **Qualifications**

- Bachelor's degree preferred.
- 3 or more years of event management experience

- Attention to detail and highly organized
- Collaborative spirit; enjoys working with a wide variety of people and departments within and outside of the museum while also able to work proactively and independently
- Inclusive, transparent, communicative, and flexible
- Works evenings and weekends around for museum events with the expectation that the Director of Events also sets up systems for event management that allows for the Director to have several event nights off. Calm under pressure and ability to maintain a positive demeanor

### **Requirements of all Strawberry Banke Museum Staff:**

SBM is committed to fostering a workplace that is truly equitable, inclusive, and accessible for a diverse group of staff, volunteers, and visitors. As such, it is an essential requirement that every SBM staff member:

1. Exhibit a positive, collegial attitude and ability to work cooperatively with others at all levels of the organization including direct reports, colleagues, supervisor, volunteers, and visitors of all ages, abilities, and cultural backgrounds;
2. Exhibit a positive, collegial attitude and ability to work cooperatively with others at all levels of the organization including direct reports, colleagues, supervisor, volunteers, and visitors of all ages, abilities, and cultural backgrounds;
3. Foster inclusive and engaging interactions, accommodate safety and comfort needs and requests, and to provide the best visitor experience possible. Staff members equally share the responsibility of immediately addressing a deficiency, and/or, notifying the appropriate department or supervisor to address any situations.

### **Strawberry Banke Museum Staff Norms:**

SBM is committed to fostering a supportive and safe work culture. Through a series of training sessions, the following norms were established:

1. We will set and acknowledge boundaries that foster a healthy work/life balance
2. We will help and support each other to create psychological safety and trust
3. We will welcome different viewpoints, values, and ideas in solving organizational problems
4. We will proactively, honestly, and constructively create clear expectations regarding communication with all potential stakeholders
5. We will hold ourselves and each other accountable in executing mutually agreed upon decisions

## **Working Conditions**

A minimum of 15 annual events including evenings and weekends (see above for details), with the bulk of events taking place from September – December; weekly schedule is adjusted accordingly to accommodate weekend and evening events.

### **Physical Requirements:**

- Walking around the 10 acre campus, outdoors in all weather conditions
- Lifting moderate weight boxes
- Some ladder work
- Setting up tables and chairs for events as needed

## **About Strawberry Banke Museum**

Strawberry Banke Museum is a living history museum located in the heart of historic Portsmouth, New Hampshire. Dedicated to preserving and interpreting the history and culture of the Puddle Dock neighborhood, the museum showcases a diverse collection of restored buildings, exhibits, and landscapes

spanning more than four centuries. As one of the oldest and best-preserved neighborhoods in the United States, we are frequently lauded as one of the most important open air history museums in the country.

**Mission Statement:**

*To promote understanding of the lives of individuals and the value of community through encounters with the history and ongoing preservation of a New England waterfront neighborhood.*

**Vision Statement:**

*We bring history and people together for delight, discovery, and learning.*

**Strategic Framework:**

*Strawbery Banke Museum:*

A place to learn,  
A place to gather,  
A place to preserve.

**Core Values:**

*In order to create the best possible experience, SBM prioritizes the following core values, which are integral to the success of the museum, and the organization's commitment to the greater community that we serve.*

- Authenticity
- Engagement
- Inclusivity
- Innovation
- Integrity
- Sustainability

**Equal Opportunity Statement**

*Strawbery Banke Museum is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, race, color, marital status, national origin, ancestry, religious creed, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), crime victim status, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. SBM is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.*

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*Job descriptions are subject to change over time; Strawbery Banke Museum reserves the right to modify the above job description as necessary to accommodate the evolving needs of the organization.*