



Events and Programming Manager

Role Overview:

Join the team that is leading the Martha's Vineyard Museum (MVM) into its second century. We know that a museum is much more than a collection of buildings, art and historic artifacts, and we have made great strides towards becoming an organization that fully represents the entire Island population. The Events and Programming Manger plays an active role in helping the Museum achieve this core mission.

The Events and Programming Manager will report to the Director of Programming and Audience Engagement and manage the planning and logistics for all programming, private rentals, and museum events for Museum members, visitors, donors, board members, and partners. Possessing strong organization and project management skillsets, the Events and Programming Manager will coordinate across all Museum staff and external partners and vendors to deliver superior program and event experiences. The workflow for this role will consist of heavy events management during the summer season, with continued events and planning, preparations, and maintenance work during the off season.

Reports to: Director of Programming and Audience Engagement

Supervisory Responsibilities: May supervise Fellows, volunteers, staff, or contractors/vendors for programs and events production.

Schedule: Monday – Friday salaried position, typically 40 – 44 hours per week with some evening and weekend hours required for events and programs.

Key Responsibilities:

Event Logistics Management:

- Ensure that all events on all MVM campuses run smoothly and uphold the Museum's reputation for excellence:
 - Apply for and manage all relevant permits.



- Direct and execute set up and take down for all events and programs, as necessary. Coordinate with Visitor Services and the Facilities Manager to ensure the optimal MVM campus experience for all visitors.
- Manage and coordinate vendors, event staff, and volunteers, as necessary.
- Advise on and ensure the cohesion of MVM calendar including consideration of programming, rentals, special events, internal events, holidays, and other concerns.
- Manage the planning and execution of all MVM programming. Provide oversight and support for MVM programs, as necessary.
- Collaborate with the Finance Department to reconcile and balance cash and related financial entries for all events and programs including tracking online sales.
- Edgartown Harbor Light Children's Memorial
 - Monitor, respond to, and track all stone inquiries.
 - Arrange engraving and installation of stones.
 - Direct all activities related to the annual Ceremony of Remembrance including development of Ceremony program and coordination of logistics.

Fundraising Events:

- Oversee the planning, execution, and follow-up of fundraising events with Executive Director and Development Manager, including annual Evening of Discovery.

Evening of Discovery Specific Responsibilities:

- Craft and implement event design scheme including selection and management of event vendors.
- Develop and refine guest list, invitations, invitation distribution, and creation of event design assets.
- In conjunction with the Development Manager, track and report all donations (including auction items) throughout the event process and facilitate all post-event communication.
- Conceptualize and execute all Museum special events in collaboration with Executive Director, Managing Director, Development Manager, and Programming & Audience Engagement Department.



Private Rentals:

- Support the Executive Director and Managing Director with competitive pricing analyses and price setting. Understand and apply the levers for maximizing rental income.
- Manage all components of MVM property rentals including responding to inquiries, providing campus tours, managing contracting and payment processes, serving as primary contact for renter and vendors, and leading on-site support during rentals. Communicate and enforce MVM guidelines for all rentals.
 - Supervise and schedule staffing for all private rentals including parking assistance, police details, MVM staff on site, lighthouse keepers, clean-up, locking, and alarming.

Other Potential Responsibilities:

- Support Managing Director and all senior management team with project management plans.
- Support the organization with administrative tasks (meeting note taking, office supply management, mail distribution), as required and as schedule permits.
- Actively participate in the life of the Museum.

Desirable Skills and Qualifications:

- Bachelor's degree required, with preference in Hospitality, Business, or a related field.
- Proven experience in event management, including behind the scenes logistics and engagement with event attendees.
- Excellent project management, communication, and decision-making skills.
- Collaborative team player who can diplomatically manage public events, providing the right balance between being a guardian for the Museum's assets and rules and offering an excellent hospitality experience.
- Ability to think creatively and strategically about Museum experiences, with a results-driven mindset.
- Demonstrated proficiency in standard office software such as Microsoft Office (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets).

Physical Requirements:

- Must be able to stand or walk for prolonged periods of time.
- Able to climb several flights of stairs, a ladder, and maneuver through a low doorway at the Edgartown lighthouse tower.
- Able to work indoors and outdoors for extended periods of time.



- Able to assist with moving tables and chairs periodically.

How to Apply:

Due to the severe housing shortage on Martha's Vineyard, we encourage local area residents to apply.

To apply for this position, please send your cover letter and resume to the Martha's Vineyard Museum at careers@mvmuseum.org.

Applicants are subject to a Criminal Offender Record Information (CORI) background check by the MVM.

At the Martha's Vineyard Museum, we value diversity and strongly encourage applications from individuals from all identities and backgrounds. All qualified applicants will receive equitable consideration for employment based on their experience and qualifications, and will not be discriminated against on the basis of race, color, religion, disability, national origin, age, sex, pregnancy and pregnancy-related conditions, gender identity, sexual orientation, genetic information, veteran status, ancestry, or national or ethnic origin.