

Events Manager

Part-Time Temp | Boston, MA | On-Site

Who We Are

Since 1969, **Boston Chinatown Neighborhood Center (BCNC)** has been a vital presence in Greater Boston and beyond, empowering Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities. We provide a broad range of innovative programs and services centered around education, workforce development, family support, and arts and culture, leaving a significant and lasting impact on the lives of more than 13,000 children, youth, and adults every year.

About Pao Arts Center

Through arts, culture, and education, the **Pao Arts Center** brings together community members across generations to reclaim a critical piece of Chinatown history to create healthy families and vibrant community. In partnership with Bunker Hill Community College, BCNC opened the Pao Arts Center in 2017 to be Chinatown's first community-based arts center and Boston's newly dedicated Asian American and Asian immigrant cultural space.

About The Role

The Boston Chinatown Neighborhood Center seeks an **Events Manager** to assist with the smooth operations of the spaces (theatre, classrooms, gallery) at Pao Arts Center in Boston's Chinatown. The hours and duties for the position are determined on a week-to-week basis, depending on the rental of the space and the needs of Pao Arts Center's programming. The Events Manager will report to the Program Manager and Program Director. All shifts worked will operate with a 4-hour minimum. The pay rate is \$20/hr.

What You Will Do

- Act as the primary contact for the client renting space at Pao Arts Center.
- Supervise all aspects of the event set-up.
- Welcome, usher, and direct vendors and guests on arrival.
- Prioritize tasks related to the event and manage staff and logistics in a timely fashion throughout the event.
- Attend to any problems or complaints that may arise during events.
- Responsible for evaluating and reporting on the success of the function, overseeing the clean-up and restoration of Pao Arts Center at the events conclusion.
- Protection of the space and the artwork in the gallery is of the utmost importance.
- Coordinate with Rental Clients/House Managers/other events staff to ensure that doors open on time.
- Set up AV system as per client specifications.
- Enforce BCNC's Policies to rental clients and audience members/patrons.
- Perform other duties as assigned.

What We Look For

- Experience in Event Management is preferred. Experience with AV systems is a plus.
- Availability to work evenings and weekends.
- Arrive to work on time and dressed appropriately for each event.
- Excellent organizational and prioritization skills are a must.
- Positive attitude.
- Friendly and welcoming demeanor; enjoy working with the public.
- Proven track record of reliability and punctuality.

- High level of communication, customer service, and public relations skills.
- Must be able to lift 50 lbs.
- Ability for efficiency, grace, and tact during high public traffic cycles.
- Must be able to adapt to changing situations and multitask and handle several people and tasks simultaneously with grace and ease.
- Retain good problem-solving skills as well as superior communication skills.

Working Conditions

- Must be available to work a flexible schedule and may require local travel during the workday.
- Work is performed primarily in a standard work environment, including the operation of computer equipment, and physical demands associated with a traditional work setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

Hourly Range

\$20.00 per hourly

How to Apply

<https://forms.monday.com/forms/db5eeee1eb8c34bfe9f0508064c03873?r=use1>

Please Note

You must be authorized to work in the United States. BCNC does not provide sponsorship for an employment work visa.