



Job title	Museum Events Manager
Reports to	Director of Development
Status	Full-time (37.5 hours/week), Nonexempt, Hourly

Job Summary:

Organize all Strawbery Banke Museum (SBM) museum events, which are the heart of what makes Strawbery Banke Museum a gathering place for the community, as well as current and potential donors. Creating and nurturing this essential pipeline of museum stakeholders through the museum's events is vital to the organization's Mission. See below for more details and timeline of all SBM events.

Volunteers are a key component of all SBM events, so this position also works closely with the Volunteer Manager to develop event volunteer position descriptions, recruit, train, and assign volunteers who sign up to work events.

Duties and Responsibilities:

Museum Events, General:

- Schedule a mix of history-based entertainment for each event that include museum staff, volunteers, and contracted artists, and performers.
- Serve as the Museum's arts director, vetting and securing 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 decorations 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 Director of Development, President, and Board of Trustees.
- Collaborate with the Marketing and Development Departments to ensure ticket sales, sponsorships, and grant funding.
- Ensure SBM is 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.

Special Events, Donors and Potential Donors:

- Work with the Director of Development to plan, organize and oversee small (Under 25) to midsize (Under 100) cultivation and stewardship events throughout the year, including but not limited to 1630 Society (Annual Giving Leadership) and Puddle Dock Society (Planned Giving) events.

- Identify and secure venue(s), speakers, entertainment, and related logistics.
- Work with the appropriate staff and volunteers to develop invite lists and distribute invitations to these segmented groups.
- Organize and implement appropriate follow-up to for each event and ensure cultivation and stewardship activities are recorded in the Museum's database.

Outline of Annual Museum Events*:

The Museum Events Manager is responsible for planning, coordinating, and working the following Signature Events (15 dates):

Baby Animals: Heritage Breeds at the Banke (2 dates required):

- Takes place each year during NH April School Vacation Week (Saturday through the following Sunday).
- Required to work the opening Saturday plus one additional weekend date as the point-person for the Children's Breakfast with the Animals Event.
- Collaborate with the Exhibit Veterinarian and Exhibit Curator (external contract people), and various SBM departments to showcase heritage breeds of livestock that became popular across different centuries.

American Celebration (3 dates):

- Saturday before the 4th of July: American Lives
- July 3rd: 1940s Style Swing Dance in the evening leading up to the Portsmouth Fireworks.
- July 4th: Naturalization Ceremony (including politicians, media, and security), Kids Old Fashioned Field Day, and other activities determined on a yearly basis.

Vintage and Vine (1):

- Saturday after Labor Day weekend, 4:00-7:30pm
- Coordinate with the Trustee appointed as Chair of the Special Events Task Force and serve as liaison to the V&V Event Committee to execute the event planning including wine, food, auction, decorations, supplies, and logistics.

NH Fall and Children's Author Festival (1):

- Saturday in early October, 10:00am-5:00pm (typically takes place Columbus Day weekend but the exact date is determined each year depending on Seacoast area events calendar)
- Recruit and organize local children's book authors and illustrators to sell their books.
- Recruit and organize local crafters and NH Made producers to sell their wares.
- In collaboration with the Textile Crafts and Artisan Coordinator (external contract person), showcase traditional New England handmade crafts, heritage breed and farm animal demonstrations, and the museum's heirloom gardens and seed-saving program.

Ghosts on the Banke (2):

- Friday and Saturday evening before Halloween, 5:30-8:00pm
- Safe historic neighborhood-style Trick-or-treat including kid's games, activities, and entertainment.

Candlelight Stroll (6):

- First three weekends in December, Saturdays (5-9pm) and Sundays (4-8pm).

- Collaborate with all Departments to develop the Historic House stories around a different theme each year and develop corresponding decorations plan including outdoor lights and decorations, caroling and music, costumed roleplayers Characters, carriage rides, bonfire, and other historic entertainment such as Victorian Magician, puppet show, costumed roleplayers and reenactors, etc.
- In collaboration with the Event Rental Manager, coordinate the Victorian ice-dancing show with the Rink Services Group (RSG).

Qualification Requirements:

- Bachelor's degree preferred.
- 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 (see outline above).
- 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. exhibits 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. actively contributes to an organizational culture of empathy, dignity, trust, and respect. Each person at SBM agrees to proactively prevent and address issues such as unconscious bias, harassment, gender disparity, racial inequity, political divisiveness, and barriers to accessibility; and
3. fosters 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.

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.
- Ability to work events taking place outdoors in all weather conditions.
- Physical labor as outlined below.

Physical Requirements:

- Walking around the 10 acre campus, outdoors in all weather conditions
- Lifting moderate weight boxes
- Some ladder work

Compensation and Benefits:

Benefits:

- Medical and Dental Insurance (80% of employee's premium is paid by Strawberry Banke);
- 403(b) Retirement Plan with 3% match;
- Generous paid time off, including vacation, sick leave, personal time and holidays. Each fiscal year (April 1st – March 31st; prorated based on start date) you will receive:
 - 150 hours (20 days) of vacation
 - 75 hours (10 days) of sick leave
 - 15 hours (2 days) of personal time
 - 10 paid holidays
- Short and Long Term Disability Insurance
- Life Insurance
- Flexible Spending Account.

Compensation:

- Hourly, Nonexempt: \$35,000-40,000/year (commensurate with experience); paid bi-weekly.

Direct Reports:

None, with the exception of seasonal Event Planning Intern(s) as recruited, and event volunteers.

To Apply:

Apply directly by submitting your resume and cover letter, and completing the SBM Employment Application here: <https://forms.gle/FhUCMt2iTKmiwNH97>

[Click here to review SBM's Employee Handbook.](#)

About Strawberry Banke Museum:

Strawberry Banke Museum is a 10-acre living history museum located in the heart of downtown Portsmouth. The museum interprets daily life in the same historic waterfront neighborhood over 300+ years, making the 37 historic buildings accessible to a wide range of visitors one of our primary goals. Strawberry Banke hosts an ever-growing number of special events and programs throughout the year. Seasonal and holiday signature events are time-honored traditions that help make Portsmouth the vibrant destination it is. Strawberry Banke is continually ranked as TripAdvisor's #1 "Thing to do in Portsmouth", Yankee Magazine Editors' Choice: Best of New England Classics "Best Historic Village" and the 2020 Best of the Seacoast in the Entertainment & Leisure category for Best Group Event/Tour/Activity.

Strategic Framework:

Strawberry Banke Museum:

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

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.

Toward that goal, Strawberry Banke Museum:

- Acquires and conserves, for today's visitors and for future generations, historic buildings, objects, and other materials pertinent to its mission.
- Conducts research aimed at placing local developments within the broader context of city, state, and national history.
- Disseminates the results of that research to the public through exhibitions, publications, demonstrations, tours, symposia, workshops, and other educational activities and programs.
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Vision Statement:

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

In doing so, Strawberry Banke Museum will:

- Stand for excellence and entrepreneurship in every aspect of the operation - programs, collections, preservation, and management;
- Champion the primacy of the visitor experience and use innovative and traditional methods to provide life-changing and inspirational learning experiences based on authentic objects, stories and ideas;
- Inspire the Seacoast community with awareness of our collective past, and work together to preserve our cultural and built heritage;
- Serve as a destination where engaging activities connect visitors to our common local, regional and national past; an
- Provide life-long learning experiences incorporating the needs of learners and the community.
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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:

Strawberry 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.

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