



Events Coordinator

The Ogunquit Museum of American Art seeks an Events Coordinator to support the planning, organization, and execution of Museum programs and events. The ideal candidate is a driven collaborator who can engage local businesses, organizations, and community members through events and outreach to help build relationships. They will work closely with the Advancement and Education teams.

Key Responsibilities:

- Plan and execute Museum-sponsored events such as exhibition openings, public programs, member receptions, cultivation events, and community events in collaboration with the Advancement and Education teams.
- Assist with the planning, logistics, setup, and day-of support for education programs & initiatives, including an annual gathering for local educators, school visits, artist-led classes, and pop-up events.
- Draft overviews for each event to document timeline, staffing, and setup needs; coordinating and sharing across departments as needed.
- Serve as liaison for all event logistics, including vendor coordination, staffing, transportation & valet, AV, catering, equipment rentals, décor, etc.
- Serve as on-site lead for events, ensuring all aspects are executed effectively and professionally from set up through breakdown.
- Work cross-departmentally to ensure seamless event delivery.
- Provide occasional support for large school visits, including helping set up and facilitate student engagement stations and assisting with visitor flow and program logistics.
- Ensure cleanliness of venues and supplies after events.
- Manage and track individual event budgets.
- Track event outcomes, data, and feedback to support continuous improvement.
- Frequently move items weighing up to 35 pounds for events and programs.
- Other duties as assigned.

Qualifications:

- Bachelor's degree and 1–2 years of professional experience
- Excellent written and verbal communication skills
- Strong organizational skills with exceptional attention to detail and accuracy
- Friendly, professional demeanor and comfort interacting with the public and the OMAA community
- Collaborative mindset and ability to work cross-departmentally
- Reliable and dependable attendance
- Flexibility to work irregular hours, including frequent evenings and weekends.
- Previous experience in events planning and in one or more of the following areas: customer service, hospitality, data management (CRM), relationship building.
- Experience with Microsoft Office Suite. Experience with website updates and Canva preferred.

This job description outlines general expectations and may evolve over time.

The Ogunquit Museum of American Art is an Equal Opportunity Employer.

Salary: \$ 40,000 – 50,000, depending on experience.

About the Ogunquit Museum of American Art

Opened in 1953, OMAA was founded by Lost Generation artist Henry Strater. Closely tied to one of the earliest art communities of the American modernist art movement, OMAA today houses a permanent collection of paintings, sculpture, drawings, prints, and photographs from the late 1800s to the present. The museum showcases American art by mounting modern and contemporary exhibition programs from April through November. OMAA's seaside landscape—a three-acre sculpture park containing multiple small gardens—complements its exhibitions and overlooks Narrow Cove and the Atlantic Ocean. More information at www.ogunquitmuseum.org.

Salary commensurate with experience. This position is full-time. Benefits include health insurance, vacation, and SIMPLE IRA. Please email a cover letter, resume, and the names of three references to hr@ogunquitmuseum.org. Interviews begin immediately and will continue until the position is closed.