



CHESAPEAKE BAY MARITIME MUSEUM

213 NORTH TALBOT STREET | ST. MICHAELS, MD 21663 | 410-745-2916 | CBMM.ORG

POSITION: FESTIVAL & EVENTS COORDINATOR

REPORTS TO: DIRECTOR, GUEST EXPERIENCE

The Chesapeake Bay Maritime Museum is dedicated to preserving and celebrating the culture of the Chesapeake Bay and its maritime heritage and to providing our visitors with an unsurpassed museum experience. As an educational institution, the staff will carry out the Museum's Vision Statement as well as work individually and collaboratively to encourage the public's access to our collections, programs, and resources.

SUMMARY DESCRIPTION

Under the supervision of CBMM's Director of Guest Experience, the **Festival & Event Coordinator** will lead the development, planning, and execution of CBMM's public events and partner festivals. Event attendance for each event can range between 2000-9000.

KEY ATTRIBUTES

- Three to five years' experience planning & executing large-scale outdoor events
- Must possess the combination of organizational, creative, and customer service skills needed to successfully produce and manage complex events from concept to completion
- Strong event management skills, including knowledge of industry best practices, time management, attention to detail, and a clear understanding of the operational needs for large outdoor events
- Ability to work both independently and with a team in a customer facing environment while promoting CBMM's Service Values
- Ability to produce creative event programming designed to engage guests and drive revenue and attendance
- Capable of managing & prioritizing multiple event and project deadlines simultaneously
- College degree, or its equivalent in experience and training
- Proficiency in Microsoft Office suite applications

PRIMARY RESPONSIBILITIES

- The Festival & Events Coordinator will oversee all aspects of CBMM's public events and festivals, including logistics management, program development, budgeting, layout design, timeline planning, and coordination of staff/volunteer/resource needs
- Develop, manage, and implement programmatic themes and activities for CBMM's annual festivals
- To provide a well-rounded and engaging program of activities, candidate must nurture and develop effective relationships with event partners, stakeholders, vendors, and program participants
- Prepare layout schematics and load-in/load-out schedules, work orders, and detailed program plans; conduct event briefings/debriefings, and develop program materials

- Book entertainment and negotiate contracts, book food vendors & exhibitors, coordinate bar operations, oversee traffic/parking logistics, and schedule presentations/programming
- Ensure appropriate security and safety measures are in place for each event
- Develop and closely manage program budgets, strategizing opportunities for increased revenue generation while managing or reducing expenses
- Manage online ticket sales for festivals and assist guests with online orders
- Prepare planning timeline dashboards, events reports, and provide analysis for optimizing event operations and budgets
- Lead event planning meetings to ensure adequate interdepartmental communication
- Create strategies to update existing events and develop new concepts that will continue to drive attendance and improve profitability
- Manage invoices, contracts, purchase orders and insurance requirements for all event vendors
- Work with CBMM facilities department to coordinate support needs and impacts on the museum's buildings & grounds
- Develop a schedule of staff & volunteer support needs for each event
- Work with CBMM communications and marketing team to ensure adequate information and communication efforts for all CBMM events
- Ensure proper permits and licenses are secured for each event including Town of St. Michaels event permits, alcohol licenses, etc.
- Support partner events and festivals by cultivating relationships, providing event coordination, vendor interaction, administrative support, layouts and staffing support as needed
- Work collaboratively with the advancement department to create and fulfill festival sponsorship benefit packages
- Establish and track goals for events with an eye toward audience & revenue growth
- Coordinate internal events and activities, including meetings/conferences, receptions, staff events, and other events as needed
- Provide support for the group services/private events department as needed

Assume such other duties as are necessary for the operation of CBMM or as assigned by the President.

This position is a full time, non-exempt, salaried position of CBMM with an expected minimum work schedule of 40 hours per week. Evening and weekend work is required for this position.