



JOB TITLE: Facilitator

EMPLOYMENT CATEGORY: Part-time / Hourly, Non-Exempt

COMPENSATION: \$20 hourly

REPORTS TO: Sales and Events Manager

ABOUT HISTORIC ANNAPOLIS

The mission of Historic Annapolis is to *Preserve* and *Protect* the historic places, objects, and stories of Maryland's capital city, and provide engaging experiences that *Connect* people to the area's diverse heritage. HA serves as a steward of a dozen historic buildings for the State of Maryland, operates multiple historic house museums, advocates for historic preservation, and is currently engaged in an extensive, state-of-the-art restoration of a National Historic Landmark.

Summary: The Facilitator & Events Coordinator is responsible for special event logistics as instructed by the Sales & Events Manager and/or Lead Facilitator. The Facilitator & Events Coordinator provides protection of Historic Annapolis' assets, by securing the property and materials prior to, during, and following events at the Willim Paca House and gardens.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Attend and assist with wedding rehearsals, weddings, and special events.
- Follow a timeline based on the events of the day including the vendor's earliest setup and coordination of the day's events including setup and tear down.
- Assist with the traffic flow of vendors and guests.
- Assist vendors with their setup by being close at hand to answer questions with regards to product placement.
- Be aware of any special parking arrangements and assist in the parking lot if needed.
- Greet guests upon their arrival to give directions.
- Be available to guests to answer their questions and assist them as needed during the event.
- Direct guests to appropriate areas as needed throughout the event.
- Observe the timing of the event starting as well as the placement of any special items.
- Be available to assist in troubleshooting during the event.
- Secure and pack up all the items belonging to the client at the end of the night.
- Bid final adieu to the bride and groom as they depart.

EDUCATION and EXPERIENCE

High school diploma or equivalent required and 1 year of related experience in a customer service, retail, or hospitality environment or equivalent combination of education and experience. Degrees in history, art history, museum studies, education, or related fields are considered a plus.

Other Qualifications

- Demonstrated ability to deal tactfully and effectively with a diverse population.
- Excellent customer service abilities, accuracy, enthusiasm, and productive work ethic.
- Effective oral and interpersonal communication skills.
- Demonstrated organizational and time management skills.
- Ability to follow policies, procedures, and instructions to accomplish assigned tasks accurately and appropriately.
- Demonstrate a desire and ability to function as a team player, including working a flexible schedule, including evenings and weekends, to accommodate the needs of Historic Annapolis.
- Public speaking experience.

EQUAL OPPORTUNITY EMPLOYER

Historic Annapolis is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

To apply, please send your cover letter and resume via e-mail with the subject "Facilitator position" to hr@annapolis.org by June 15, 2025.