Goethe-Institut Boston Affiliate: Event Operations Coordinator

Location: Boston, Massachusetts
Pay: $25.00 per hour
Schedule: As Needed *(No Guaranteed Minimum Hours)*
Availability Required: Primarily evenings and weekends

Position Overview

We are looking for one (or more) dependable, professional, and client-focused individual(s) to join our team as **Event Operations Coordinator(s)**. This position serves as an on-site resource for event organizers, guests, and management, helping ensure events run smoothly, safely, and professionally.

The ideal candidate is collaborative, comfortable working independently, an effective communicator and decision-maker, and capable of multitasking in a fast-paced event environment. As there is no weekly minimum for hours, this role may be particularly well suited for students, retirees, or individuals seeking supplemental income.

Key Responsibilities

- Serve as the primary on-site point of contact for event organizers and guests.
- Help promote a safe and welcoming environment for all attendees.
- Answer questions regarding venue technology, equipment, and available resources.
- Direct guests to amenities, facilities, and other locations within the venue.
- Monitor the use of venue amenities and shared resources to ensure they are being used responsibly and in accordance with building policies.
- Identify and address operational issues before they impact the event experience.
- Escalate concerns or unusual situations to management when appropriate.
- Provide general event support throughout assigned shifts.

Qualifications

Required

- Must be at least **21 years of age**.
- Must have reliable transportation and be able to travel independently to the event location in Boston, Massachusetts.
- **Fluency in English is required.**
- Strong verbal communication and interpersonal skills.

- Ability to remain calm, professional, and resourceful under stress.
- Ability to work evenings, weekends, and occasional holiday events.
- Ability to walk and remain active for at least 4 hours.
- Must be able to lift up to 20 lbs.

Preferred

- Previous experience in events, hospitality, customer service, venue operations, or community management.
- Creative problem solving.
- Basic computer skills.
- Experience interacting with clients, guests, or vendors in a professional setting.
- Alcohol service experience are welcome but not required.
- German language skills are welcome but not required.

How to Apply

Please submit your resume along with a brief summary of your availability to info-boston@goethe.de.

Equal Opportunity Employer: We are committed to creating an inclusive environment and welcome applicants from all backgrounds and experiences. We encourage applications from students, retirees, and other qualified candidates seeking flexible, part-time work.

All applicants must have an active US work permit. The Goethe-Institut will not sponsor applicants for work visas.