

Events Logistics Coordinator

Position Summary

The Events Logistics Coordinator at the National Center for Civil and Human Rights (NCCHR) plays a vital behind-the-scenes role in supporting the success of on-site events, services, and operational fulfillment. This position is essential to the seamless setup, breakdown, and transformation of various event spaces throughout the museum.

Resourceful events operations professional with 2 years in venue logistics, room sets/strikes, loading dock coordination, signage/wayfinding, and inventory control for high-volume cultural and corporate events. Known for meticulous execution, safety compliance, and collaborative partnership with Events, Facilities, Security, and vendors to deliver seamless guest experiences.

NCCHR is looking for individuals who are proactive, dependable, and bring a positive, can-do attitude to every task. Strong interpersonal skills are essential, as the role involves collaboration with both internal teams and external partners. A passion for outstanding service and a commitment to the Center's mission are key to success in this role.

Essential Duties and Responsibilities

- **Event Setup Planning:** Develop detailed room setup and strike plans based on event specifications, floorplans, and diagrams provided by the Events Department. Ensure layouts meet safety, accessibility, and guest experience standards.
- **Room and Venue Preparation:** Oversee and assist with the setup and breakdown of furniture, staging, and event equipment, including tables, chairs, risers, podiums, and décor. Confirm that spaces are clean, orderly, and event-ready prior to client arrival.
- **External Staffing Coordination:** Coordinate with temporary staffing agencies to schedule, brief, and supervise external personnel assisting with event setup, load-in/load-out, and support functions. Communicate expectations clearly and ensure performance aligns with NCCHR standards.
- **Vendor and Partner Collaboration:** Serve as a point of contact for vendors, delivery drivers, and contracted event professionals during load-in/load-out. Manage the loading dock schedule and ensure adherence to safety and access policies.
- **Signage and Wayfinding:** Install, maintain, and remove interior and exterior event signage and branding materials according to marketing and event guidelines.
- **Inventory and Equipment Management:** Maintain accurate records of event furnishings, signage, and tools. Track inventory usage, report damages, and ensure items are stored properly for quick access.
- **Safety and Compliance:** Follow OSHA and NCCHR safety protocols for lifting, equipment operation, and material handling. Immediately report hazards, incidents, or maintenance needs to Facilities Management.
- **Cross-Departmental Support:** Collaborate closely with the Events, Facilities, and Security teams to ensure all logistical elements are aligned with event timelines and organizational priorities.
- **Quality Control:** Conduct final walkthroughs of event spaces to verify readiness and ensure that setups reflect diagrams, branding standards, and client expectations.
- **Customer Service and Professionalism:** Provide excellent internal and external customer service to NCCHR staff, guests, vendors, and partners. Demonstrate professionalism, reliability, and a positive attitude at all times.

Skills and Qualifications

- Physical stamina and ability to lift heavy items.
- Strong attention to detail and cleanliness.
- Commitment to maintaining safety in work protocols and practices.
- Good communication and customer service skills.
- Ability to work independently and as part of a team.
- Reliable, versatile, and ability to create a welcoming and inviting environment.
- Basic Handyman or maintenance knowledge.
- Minimum 1-2 years of applied event industry experience.
- Eager to adapt and apply skills sets necessary within a service-oriented or customer- centric environment.
- Strong technical skills, including proficiency in Microsoft Office, Adobe and Share Point.
- Excellent personal presentation.
- Ability to occasionally work early mornings and evenings as events call for.

Physical Requirements

- Daily physical exertion.
- Capable of walking and/or standing for extended periods of time.
- Ability to lift, carry, or move up to 50 pounds.
- Bending, reaching, kneeling, crawling.

Employment Eligibility

NCCHR is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees based on age (40 and over), race, sex, color, religion, sexual orientation, national origin, disability, veteran status, genetic information, gender identity, and any additional statuses protected by Title VII of the Civil Rights Act of 1964.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

About Us

NCCHR is a museum and cultural organization that inspires the changemaker in each of us. Founded in 2014, NCCHR connects the US civil rights movement to global human rights movements around the world today. Our immersive and empathy-building experiences highlight people who have worked to protect rights and model how individuals create positive change. To learn more, visit our website civilandhumanrights.org.

Interested and qualified candidates please submit a cover letter and resume to careers@civilandhumanrights.org and events@civilandhumanrights.org.