

**HILL CENTER AT THE OLD NAVAL HOSPITAL  
SPECIAL EVENTS & OPERATIONS ASSISTANT – FULL TIME**

**Position Summary:**

The Old Naval Hospital Foundation is seeking a dynamic individual to provide full-time support for the special events team and programming team's day-to-day operations at Hill Center at the Old Naval Hospital, a vibrant home for culture, education and city life on Capitol Hill in Washington, DC. The ideal candidate will be enthusiastic, energetic, flexible and creative. Excellent oral and written communication skills are imperative. The position primarily reports to Hill Center's Special Events Coordinator, but supports other operations within Hill Center as needed.

**The Organization:**

Hill Center, located in the Civil War-era Old Naval Hospital, has undergone a landmark rehabilitation, and now operates as a vibrant center for lifelong learning, cultural and arts enrichment, and community connections. Located in the heart of the diverse and dynamic Capitol Hill neighborhood near historic Eastern Market, the Center offers a wide range of classes, exhibits, lectures, performances and social programs. The environmentally-friendly campus is also a unique venue for special events and conferences, and provides office space for local nonprofits. For more information, please visit our website at [HillCenterDC.org](http://HillCenterDC.org).

**Key Responsibilities:**

Working with the Special Events Coordinator, and other Hill Center department leads as needed, to coordinate all aspects required to maintain income-producing programs and meeting space rentals at Hill Center. This includes on-site facilitation of **evening and weekend events and classes**. This work will include (but not be limited to):

Marketing Hill Center to potential clients

Responding to rental inquiries via email and phone

Conducting tours with vendors and potential clients

Maintaining an ongoing relationship with vendors

Maintaining the special events section of the website

Meeting with clients to finalize logistics for all aspects of their events

Managing the computerized special events calendar and maintaining up to date records of associated financial data

Creating and executing event rental contracts

Maintaining inventory of equipment and supplies required for special events

Coordinating Hill Center-sponsored special events

Providing basic A/V support for special events clients and program offerings (hooking up computers to projectors, plugging in microphones, streaming events on Facebook live or other platforms).

Staffing the Reception Desk as needed

Other duties deemed necessary by the Executive Director and Programming Manager

Utilizing facility management software such as Activenet, Honeybook, and Wordpress

**Key Characteristics:**

Strong interpersonal and communication skills suitable to creating and maintaining a positive impression of the Center as an ideal location for special events

Ability to oversee and coordinate events

Ability to adapt and work quickly on your feet with a solutions-oriented mindset.

Ability to make independent, cost-effective judgment calls which ensure a positive experience for Hill Center patrons

Must be proficient in use of the Microsoft Suite

Have an exceptional attention to detail in regards to communication with clients and their event's needs

Experience working in a fast paced, special events environment

A self-motivated, team player with organizational/logistics experience. Excellent organizational, administrative, and time management skills required. Must have strong written and verbal communication skills and excellent interpersonal skills

**Supervision:**

The Special Events Assistant and Operations Assistant performs all duties and responsibilities subject to guidance and supervision of the Special Events Coordinator and the Executive Director of the Hill Center at the Old Naval Hospital, as well as the Programming Manager as needed.

**Compensation:**

This is a full time position and includes a comprehensive benefits package including health, dental and vision coverage. The Old Naval Hospital Foundation is an equal opportunity employer committed to workplace diversity, inclusivity, and accessibility.

**Applications:**

Interested applicants should submit a résumé and cover letter explaining their interest in the position and detailing relevant qualifications, experience and salary requirements to [jobs@hillcenterdc.org](mailto:jobs@hillcenterdc.org).