

## Event Operations Coordinator Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=258406>

Downloaded On: Aug. 20, 2025 9:39am

Posted Jun. 18, 2025, set to expire Dec. 31, 2025

<b>Job Title</b>	Event Operations Coordinator
<b>Department</b>	Operations Division
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jun. 18, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation Communications/Public Relations
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21992?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21992?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The Operations Division at Tufts includes facilities, design and construction, campus and capital renewal planning, real estate, campus safety, dining, auxiliary services, and other related services on multiple campuses across 5.8 million square feet in 250 buildings. Operations services four campuses in Massachusetts: the main campus in Medford/Somerville, the health sciences and SMFA campuses in Boston and the veterinary school campus in Grafton.

The Operations Division supports Tufts University's mission in teaching, research, and clinics by providing stewardship, recommendations, services and advice in its primary areas of obligation: optimizing use of space and real estate, strategic and responsible management of the built environment, creating a secure campus environment and infrastructure, promoting best-in-class sustainability practices and policies, and creating exceptional community experiences that enhance

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Tufts' reputation and brand.

The Facilities Management Department employs approximately 150 staff members including a unionized trades, grounds, labor force with outsourced custodial services. The annual operating budget is \$120M, including \$60M in capital renewal.

### **What You'll Do**

Reporting to the Campus Services Supervisor, the Event Operations Coordinator has an oversight of daily campus events and large university events. The position will ensure that events run smoothly, from small academic gatherings to large conferences or University events.

- The Events Operations Coordinator oversees a crew of Driver and Utility workers and will review, assign, and coordinate related work orders to the crew daily while also ensure future work is properly planned and managed.
- The coordinator will meet with the Auxiliary Services personnel to discuss and plan current and upcoming events.
- The role will provide on-site checks of set-ups, events, and clean-up and will ensure service level agreements are being fulfilled.
- The coordinator is responsible to monitor and maintain event equipment, furniture and storage space.
- The Event Operations Coordinator works closely with the Campus Services Supervisor and Grounds Manager daily to ensure University needs are fulfilled.

### **What We're Looking For**

#### **Basic Requirements:**

Knowledge and experience typically acquired by:

- Knowledge and skills as typically acquired through completion of a high school diploma or equivalent
- Two (2) years of experience, including one (1) year of experience managing a small team of employees
- Proven ability to work in a fast paced and team-spirited environment
- Demonstrated proficiency in teamwork, problem solving and diplomacy

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- Skill in communicating, interacting, and building relationships with internal/external stakeholders with an understanding of impact on the larger organization to build excellent customer service
- Ability, and commitment to work effectively in a culturally diverse and inclusive environment and to value and respect different perspectives
- Ability to communicate ideas clearly, both verbally, graphically, and in writing
- Ability to obtain and maintain all local, state and federal licenses and certifications as required to conduct the responsibilities of the position
- Valid driver's license

### **Preferred Qualifications:**

- An associate's degree in event management, hospitality, business administration or a related field
- Experience working at a higher educational institution and/or non-profits, or a private firm serving institutional clients
- Experience managing team of staff members, both internal and external consultants, and working on multiple projects in differing stages at one time
- Knowledge of emergency response protocols and crisis management is preferred
- Understanding of operations, maintenance, and data analysis/evaluation
- Experience with Maximo or other similar Computerized Maintenance Management Systems (CMMS)

### **Work Schedule Requirements:**

- The role is based on the Medford/Somerville campus
- This job involves responsibilities that are performed in an on-site working environment
- This position's schedule works Tuesday - Saturday: 7:00 AM to 3:30 PM during the school semester
- Summer Hours: Monday – Friday: 7:00 AM to 3:30 PM
  - Any flexible work arrangements can be amended or terminated by a manager with reasonable notice if work requirements or business needs change
- The Event operations coordinator, as part of the Campus Services Management team is considered essential personnel
  - They, will be expected to plan, schedule, and manage snow removal and other weather incidents on site and in real time as well as be present for numerous after hours and weekend special events including but not limited to Commencement, Matriculation, Alumni Weekend, Parents Weekend, Reunion Weekend and Community Day

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**Pay Range**

Minimum \$58,750.00, Midpoint \$73,550.00, Maximum \$88,300.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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