

### Position Overview

*Title:* Gala Event Coordinator

*Status:* Part-time seasonal employee (5-35 hours per week)

*Compensation:* \$25 per hour

*Dates:* April/May - September, 2026

*Location:* Boulder, Colorado

*Reports To:* Gala Manager

### Position Summary

The Gala Coordinator reports to the Gala Manager and assists in coordinating event planning logistics and coordinates event execution for the 2026 Boulder Library Gala on September 17.

### About the Boulder Library Foundation & The Boulder Library Gala

The Boulder Library Foundation is a 501(c)(3) nonprofit organization, whose purpose is to raise funds for the Boulder Public Library to support innovation, capital improvements, creativity, and expanded outreach and literacy for Boulder's libraries.

The Boulder Library Gala, now in its third year, is an entertaining evening fundraiser for guests and library supporters, benefiting the Boulder Public Library. This year's gala will feature *New York Times* best-selling author Virginia Evans of "The Correspondent" and take over both floors of the Boulder Main Library's southern half. Goals include drawing 500 attendees and netting more than \$200,000 for the library after expenses. Last year's sold-out gala attracted 450 library enthusiasts and netted after expenses more than \$150,000.

### Qualifications & Requirements

*The Gala Coordinator should possess the following:*

- Event coordinating, stage management and/or house management experience
- Excellent communication skills, both verbal and written
- Comfort with handling fast-paced, in-person, overlapping and potentially unexpected tasks
- Flexibility and willingness to work evenings
- Proficiency in Google Workspace
- Access to reliable transportation
- Access to a reliable computer
- A reliable cell phone
- Ability to lift items between 25 and 50 lbs

*Preferred qualifications include:*

- Nonprofit and fundraising event experience
- 1-2 years of event experience

## Duties

### *Event Planning*

- Assist the Event Manager with project management, logistics and communication with stakeholders as assigned (i.e. vendors, library staff, volunteers, etc).
- Serve on the Activities & Decor Committee, composed of volunteers, library staff, foundation staff and board members, to assist in the planning and execution of event decor and reception activities.
- Coordinate event material production and printing including guest nametags, signage, printed program, postcards and check-in sheets.
- Assist with marketing, communications and guest services as needed.

### *Event Execution*

- Serve as the on-site event logistics coordinator the day-of (September 17) and the day after (September 18) the event.
- Liaise with vendors, volunteers and library staff
- Monitor and communicate the timeline
- Troubleshoot issues and bring them to the Event Manager if needed.

## Schedule & Work Location

- Ranging from approximately 5 hours to 40 hours per week, increasing as the event gets closer and day-of; up to 200 hours total.
- In-person attendance is required September 16, 17 (event day) & 18 at the Boulder Main Library (1001 Arapahoe Ave, Boulder CO 80302). Planning and post-event wrap up tasks can be completed both remotely and in-person at the Main Library, within a flexible schedule established upon hire with the Gala Manager.
- Office space will be available at the Boulder Main Library, and access to free parking will be provided.

## Compensation

Pay is \$25 per hour.

## How to apply

Interested candidates should send a resume and cover letter to [info@boulderlibraryfoundation.org](mailto:info@boulderlibraryfoundation.org) by April 21st, 2026 at midnight. No phone calls please.

The Boulder Library Foundation is an equal opportunity employer.