Amherst College  
Office of Human Resources

JOB DESCRIPTION

Title: Bicentennial Manager

Department: President and Communications  Reports to: Chief of Staff and Chief Communications Officer


Job Group & Level: PT-2 Regular Daily Work Schedule: 8:30 to 12:30 (full-time starting 7/1/20)

Pay Type: Weekly______ Monthly X____ Months Per Year: 12 ______ Hours Per Week: 20/40

(Summer Months) Months Per Year: ______ Hours Per Week:______

1. Summary of Position:

The Bicentennial Manager will coordinate the events and programs associated with the College’s 2020-2021 bicentennial celebration. The position will begin June 1, 2019, and end August 31, 2021. It will likely be part-time through June 30, 2020, and full-time from July 1, 2020 to August 31, 2021.

Under the supervision of the Chief Communications Officer and the Chief of Staff, the Bicentennial Manager will serve as a single point of contact for all bicentennial activities, ensuring a coherent, on-message, and on-budget celebration. Amherst’s year-long bicentennial celebration will comprise a number of major events and programs, all of which will involve numerous and varied stakeholders, both on campus and off.

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

70% Celebration Planning
• Under the direction of the bicentennial co-chairs and steering committee, develop and implement a detailed bicentennial operations plan. Monitor and track progress and report regularly to the co-chairs.
• Create and maintain a bicentennial program/event master list, with responsible parties identified and timelines established.
• With oversight, manage the bicentennial budget.
• Liaise with planners of non-central bicentennial programs/events to ensure alignment with bicentennial goals, strategies and messages. Confirm funding sources for individual efforts are identified from the outset. Evaluate whether these activities require steering committee involvement.
• Provide regular progress reports to the co-chairs, steering committee, advisory committee, implementation group and any other relevant working groups.
• Resolve issues and solve problems throughout the bicentennial’s planning and execution, escalating issues to co-chairs as necessary.
• Implement the assessment of programs and events as the bicentennial progresses.

25% Administrative

• Create and maintain a bicentennial master calendar.
• With the use of appropriate technology tools, create and maintain comprehensive celebration documentation.
• Calendar, arrange, and staff bicentennial steering committee meetings, advisory committee meetings, implementation group meetings, and any other committees related to the bicentennial.
• Collaborate on creation and timely distribution of agendas.
• Take and distribute minutes of all meetings.

5% Performs other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:
This role will interact and communicate extensively with multiple internal and external audiences, including a senior staff steering committee; an advisory board comprising students, faculty, staff, trustees, and other prominent alumni; and an operations group of staff across the College. The position will also be in contact with community audiences in the Town of Amherst and surrounding areas.

4. Education: (include certifications and licenses)

Required: Bachelor’s Degree

Preferred: Project Management Certification

5. Experience: (List specific skills necessary to perform this job)

Required:
• One year of professional relevant experience
• Excellent verbal and written communication, and collaborative skills
• Demonstrated organizational and time management skills, and detail-oriented
• Proficient in MS Office and able to learn and adapt to new software programs
• Experience with or commitment to working with a diverse community

Preferred:
• Adept with project management software.

6. Environment and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Standard office environment: repetitive motions including hands, wrists and fingers; visual – normal concentration; lift, carry, push and pull up to 10 pounds

7. Decision Making:

While the position will primarily plan and implement decisions made by constituency groups, there will be plenty of opportunity to exercise good judgment. Amherst’s bicentennial will need to integrate lots of good thinking, without taking on every good idea. This position will help guide groups to consensus to help ensure that we have a manageable list of projects and events. This position will also need to know when to elevate issues to the co-chairs or steering committee, so that concerns can be addressed sooner rather than later.

The person in this position needs to think proactively about what work needs to be done, and then checks in with the co-chairs, presenting a work plan for approval before work is implemented. Intensive long-term planning, coordination and communication is required to ensure success.

The person in this position needs to be diplomatic and calm under pressure.

8. Supervision Exercised/Received:

Minimal direct supervision, but with frequent check-ins.

Supervisory Responsibility: Yes _________ No X________

Number of Employees Supervised: ___