



Event Coordinator (Part-time, Hourly)

About Third Space at Shaarei Tfiloh

Third Space at Shaarei Tfiloh in Baltimore, Maryland hosts a variety of classes, community gatherings, and cultural programs. Most of our events welcome 50 or fewer guests, and several times a year we present large-scale concerts and talks for up to 400 attendees in our historic sanctuary.

We are seeking a reliable, welcoming, and detail-oriented **Event Coordinator** to ensure smooth and positive experiences for all who come through our doors. This role is hands-on and guest-facing, supporting both small and large events by managing set-up, logistics, and on-site hospitality. Events are held mostly on evenings and weekends. This is a perfect part-time position for someone who enjoys organizing and hosting events and is excited to be a part of the Third Space team.

Responsibilities

Event Preparation & Setup

- Unlock and prepare the building for events (lights, seating, tables, refreshments, registration table).
- Ensure spaces are clean, safe, and welcoming before guests arrive.

Guest Services

- Welcome and check in attendees at the registration table.
- Serve as the on-site point of contact for presenters, artists, and guests.
- Address questions and issues promptly, ensuring a positive guest experience.

On-Site Coordination

- Monitor event flow and communicate with security, staff, or volunteers as needed.
- Support accessibility needs and troubleshoot logistical challenges.
- Ensure the building stays tidy during events.

Event Wrap-Up

- Reset and secure the building at the conclusion of events.
- Coordinate with facility manager as needed for post-event cleanup.

Qualifications

- Prior experience in events, hospitality, or customer service preferred.
- Strong interpersonal and communication skills; able to stay calm and resourceful under pressure.
- Reliable and detail-oriented with a warm, welcoming demeanor.
- Comfortable with light physical setup (moving chairs/tables).
- Availability for evenings and weekends (schedule varies based on events).

Compensation

- \$25/hour, part-time position based on event schedule (4–8 events/month)

To Apply:

Applications will be accepted on a rolling basis. Please send a cover letter detailing their experience managing events, working with volunteers, and ensuring exceptional patron experiences and resume to

randi@thirdspacest.org with "Event Coordinator" in the subject line. Candidates will be contacted if there is an opportunity to be interviewed. *Third Space is an equal employment opportunity employer.*

FLSA Status: Non-exempt

What is Third Space?

Third Space at Shaarei Tfiloh is designed to be a gathering spot grounded in Jewish culture and learning, welcoming to all, and connected in intentional and meaningful ways to the neighborhood around it. It aims to be a gateway (*shaar* means gateway in Hebrew) to meaningful engagement and a relational community builder. We are housed in a historic former synagogue called Shaarei Tfiloh located on Liberty Heights Avenue by the Maryland Zoo. Constructed from 1921, it is one of the oldest synagogue buildings in Maryland. We hope to serve as a hub for learning, connecting and building community.

www.thirdspacest.org