



DIRECTOR OF DETAILS + EVENTS COORDINATOR

ABOUT THE THEODORE ROOSEVELT PRESIDENTIAL LIBRARY FOUNDATION

“Believe you can, and you’re halfway there.” -Theodore Roosevelt

Since 2014, the Theodore Roosevelt Presidential Library Foundation (TRPLF) has been planning and building a new, ambitious kind of presidential library and museum. Other presidential libraries tell the story of a single individual, but the Theodore Roosevelt Presidential Library (TRPL) – being built more than a century after T.R.’s death – will do more than preserve history. The TRPL will be a people’s library, bringing Roosevelt’s values and relentless spirit to life at a critical time in our nation and world, while simultaneously championing the stories of all who “dare greatly, think boldly, care deeply, and live passionately.”

The library is currently being constructed in Medora, North Dakota, with a milestone planned for July 4, 2026 – America’s 250th anniversary. Participants at the TRPL will learn from – not just about – Roosevelt’s story, being transformed in the same stunning Badlands that served as the fulcrum in T.R.’s incredible life story.

Guided by the pillar principles of leadership, citizenship, and conservation, the Foundation has partnered with innovative partners – like the award-winning architecture firm, Snøhetta, the exhibition and media design company, Local Projects, and the best-in-class story crafters, the Future of Storytelling – to build an institution like no other. With plans to be the most sustainable presidential library and campus ever, a revolutionary approach to interpretive design, and programming that will spread the library’s message into neighboring Theodore Roosevelt National Park and beyond across the globe, the opportunity to join a talented team in building and opening this institution is truly unique.

JOB POSTING – DIRECTOR OF DETAILS + EVENTS COORDINATOR (BISMARCK, ND)

TRPLF is currently accepting applications for a DIRECTOR OF DETAILS + EVENTS COORDINATOR to support the TRPLF organization and team. The Director of Details (DD) on the Programming + Partnerships team, will play a pivotal role in ensuring the seamless execution of initiatives. The DD will work directly and daily with Robbie Lauf, Director of Programming + Partnerships, serving as the linchpin between various departments, facilitating communication, coordination, and collaboration to drive the success of our events and programs. In addition to providing essential administrative support, the DD will take on the exciting challenge of overseeing events based in North Dakota, a critical component of our mission to engage with local communities and stakeholders.

The DD’s responsibilities will encompass a wide range of tasks, from managing calendars and organizing meetings to coordinating logistics for events of all sizes. The DD will be the primary point of contact for North Dakota-based events, working closely with local partners and vendors to ensure their success. This role requires exceptional organizational and communication skills, a keen eye for detail, and the ability to thrive in a fast-paced, dynamic environment. The ideal candidate will bring a passion for TRPLF’s mission and dedication to excellence to this role and have the opportunity to make a tangible impact on our organization’s growth and success.

CORE KNOWLEDGE AND COMPETENCIES:

- 2-5 years of relevant experience, with a bachelor's degree preferred.
- Proven ability to curate meaningful, memorable, and effective experiences.
- Excellent organizational, interpersonal, and communication skills.
- Ability to multitask, prioritize tasks, and manage time effectively.
- Adept at performing well under pressure and remaining calm in critical situations.

- Diplomatic, ethical, and responsible, with the highest level of integrity.
- Passion for our mission and dedication to achieving excellence.
- Flexibility to adapt to the dynamic nature of the role and the organization.
- Proficient in Microsoft Office suite and other relevant software tools.
- Willing to travel within North Dakota for event coordination purposes.

JOB RESPONSIBILITIES INCLUDE:

- Acting as the point of contact for the Programming + Partnerships team, providing administrative support and coordination.
- Managing calendars, organizing meetings, handling phone calls, and ensuring efficient information flow within the team.
- Assisting with travel arrangements, expense tracking, and report preparation as needed.
- Maintaining confidentiality and professionalism in all communications and interactions.
- Curating meaningful and memorable experiences that align with the organization's mission and values.
- Establishing budgets, timelines, and staffing plans to ensure successful event execution.
- Coordinating event logistics, including venue booking and vendor management.
- Developing and implementing standard operating procedures and guidelines for event management.
- Providing on-site support and management during events, working closely with staff, volunteers, and hosts.
- Conducting post-event evaluations, document findings, and identifying areas for improvement.
- Providing regular updates to stakeholders on event progress and outcomes.
- Performing other duties as required.

EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred.
- 2 – 5 years of relevant experience

BENEFITS

Full benefits include 403(b), medical insurance, dental insurance, vision insurance, life insurance, short-term and long-term disability, as well as 20 days of paid time off and 10 days of holidays. Salary ranges between \$62,000 and \$69,000 depending upon experience.,

EEO STATEMENT

TRPLF is committed to creating a diverse, equitable, and inclusive environment. TRPL does not discriminate based on race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity, or any other reason prohibited by law as a provision of employment opportunities and benefits.

INTERESTED?

Pease send a cover letter and resume to jobs@trlibrary.com. Required subject line designation: Director of Details + Events. No phone calls, please. Only those candidates selected for an interview will be contacted.