



Office and Communications Manager

Aspen Center for Physics (ACP) is seeking an Office and Communications Manager to join their small, hard-working, and enthusiastic team. ACP is a non-profit corporation founded in 1962 to enable distinguished international physicists to discuss the most topical and critical problems in modern physics. Each year, over 1,000 physicists from around the world travel to Aspen to attend summer workshops and winter conferences at the Center. The Center offers free public lectures during both the summer and winter seasons, bringing cutting-edge research to the interested non-scientist. The Center is run by a volunteer board of up to 80 members and 4 staff members.

Mission: Advancing the fundamental understanding of our universe.

Job Description:

This multifaceted role combines communications, program coordination, hospitality, and administration to advance the Center's scientific mission and public outreach. The ideal candidate will lead ACP's outreach efforts, coordinate logistics for scientific programs and public events, and serve as a welcoming presence for visiting physicists and guests. This position reports to the Administrative Vice President.

Primary Responsibilities & Daily Tasks:

- Coordinate logistics, schedules, and on-site support for scientific workshops, lectures, and events.
- Support visiting physicist arrival, housing arrangements, and campus orientation.
- Lead outreach efforts and advertising to promote the Center's programs and public engagement and strengthen ACP's presence through local partnerships, media relations, and communications.
- Perform general administrative and organizational tasks to support the Center's daily operations.
- Oversee high school internship program; train seasonal interns and staff, maintain procedural documentation for center operations.
- Help maintain a clean, organized, and well-stocked campus and support where needed.
- Assist with hospitality services, including preparing and maintaining coffee stations and snacks.

Required Qualifications and Skills:

- College degree in Communications, Business Administration, or a related field
- 3+ years of relevant professional experience
- Self-starter who enjoys working on a team
- Excellent writing, editing, and verbal communication skills
- Organizational skills and strong attention to detail
- Ability to work cooperatively with a diverse and international constituency
- Proficiency in WordPress, Adobe Creative Suite, Microsoft Office, and social media platforms
- General IT and A/V knowledge
- Familiarity with databases and data entry

Compensation Details:

This is a full-time, year-round position based in our Aspen office. The salary range is \$70,000 - \$89,000, commensurate with experience. Our comprehensive benefits package includes: health insurance, a retirement plan with employer contribution, generous paid time off, and access to a discounted ski pass.



To Apply:

Send a cover letter and resume (including 2 professional references) to acp@aspenphys.org with the subject line: Office and Communications Manager.

It is the policy of Aspen Center for Physics to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, income level or any other characteristic protected by law. Under applicable laws, Aspen Center for Physics employs only United States citizens and individuals who are authorized to work in the United States.