



## Office and Event Assistant

**The Aspen Center for Physics (ACP) is seeking a collaborative Office and Event Assistant to join our small, dedicated team.** Established as a non-profit in 1962, the ACP serves as a premier global hub for theoretical physics, hosting over 1,000 distinguished physicists each year for summer workshops and winter conferences in Aspen. ACP also engages the broader community through free public lectures that bring cutting-edge scientific discovery to the intellectually curious. The organization is governed by a volunteer board of 80 world-class physicists and operated by a team of four staff members.

**Mission:** Advancing the fundamental understanding of our universe.

### Job Description:

The ACP is seeking a detail-oriented and enthusiastic Office and Event Assistant to support daily operations and enhance the experience of visiting physicists. This multifaceted role includes administrative support, event coordination, and assisting with on-site logistics such as orientation and light event refreshments. The ideal candidate is a proactive and collaborative self-starter committed to fostering a supportive and professional atmosphere for a broad international community of scientists. This position reports directly to the Administrative Vice President.

### Primary Responsibilities & Daily Tasks:

- Provide professional support to physicists, including guidance on local recreation, dining, transportation and campus resources.
- Assist with on-site events and light refreshments, such as morning and afternoon snacks and coffee service.
- Support coordination of participant social events and on-campus activities.
- Help set up and welcome guests for weekly public lectures.
- Maintain clean, organized, and well-stocked facilities.
- Manage inventory and supplies, receive deliveries, and assist with ordering.
- Facilitate participant billing and other financial transactions while executing specialized administrative workflows to support ACP operations.
- Maintain an active and visible presence across campus to support a productive environment for scientific collaboration, focused reflection, and community engagement.

### Desired Qualifications and Skills:

- College degree preferred.
- Minimum of 1 year of experience in administrative operations, academic support, event coordination, or a professional workplace setting.
- Proactive problem-solver with a collaborative mindset and the ability to work independently.
- Familiarity with the Aspen area and enthusiasm for supporting visiting scholars and events.
- Ability to work effectively with a broad, international, and professional community.
- Proficiency in cloud-based collaboration tools (e.g. Google Workspace).
- General IT literacy and comfort with standard office technologies.

### Our ideal candidate will have:

- Experience with Content Management Systems (CMS), such as WordPress.
- Familiarity with databases and accurate data entry.



- Experience supporting events or providing light food and beverage service in a professional or academic setting.
- Experience in customer service or participant support in a professional, academic, or event-focused environment.

**Compensation and Schedule:**

- Salary range: \$25-32 per hour, commensurate with experience.
- Location: Aspen, CO office
- Non-exempt, full-time, seasonal position (mid-May through mid-September) with potential for extension during the off-season and winter programs.
- Typical hours: 9:00 AM – 5:00 PM, with later hours on Tuesdays and Wednesdays to support events.

**To Apply:**

Send a cover letter and resume (including 2 professional references) to [acp@aspenphys.org](mailto:acp@aspenphys.org) with the subject line: Office and Event Assistant Application

*ACP is committed to 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, ACP employs only United States citizens and individuals authorized to work in the United States.*