

Heather Barry Meeting Questions

What experience do you have related to the tasks for the community committee?

Diverse Event planning experience 10+ years
Private Events
Non-Profit community Event Planning
Volunteer Committee experience & team player

Do you have any affiliation with organizations that would be interested in providing community programs at 10 Elm?

BEST Board/ School Committee

Possible after school enrichment programming for Students & volunteer opportunities
Summer programming?

Art displays from the schools

HDC of Boxford

In person meetings to be held at 10 Elm when applicable

Opportunities to have Boxford Document Center display small exhibitions with Boxford History photos/ maps

Could be a location for lectures/ seminars for all ages

How much time are you able to commit to the Committee?

Open to roughly 3-5 hours weekly for meetings and organization
Flexible Schedule
Special Events & Volunteering additional time can be arranged

What information would you need to make a recommendation to the Select Board about the future community programming and events at 10 Elm?

COA Program Schedules

Budgets

Ability to work with current COA employees

Will there be a point person from the board overseeing the committee as planning evolves? or is there a 10 Elm point person in charge of this? Access to this person will be key!

How do you think the public should be included in this process?

The public should have a big role in the process so the committee can develop a plan to see what is currently missing from our community programming. Where are the gaps and how can we fill them? Is it more programming and outreach to seniors or is it kids programs? Teenagers? Stay at home moms?

Monday, December 19, 2022

We need to connect the community and have a place that all of this lives under one roof!
Diversity and inclusivity is what i think when I drive past 10 Elms. The potential of opportunity is endless!

Outreach to the public to included/ informed should be through Social Media as well as a 10 Elm Community News Letter to get the word out.

If student age programming is offered the school newsletters would be a great way to get that part of the community involved.

HEATHER P. BARRY

December 9, 2022

RE: 10 Elm Events/ Program Committee

Dear Town of Boxford,

Kindly accept this letter and resume in response to my interest in the 10 Elm Events/ Program Committee position in the Town of Boxford.

Currently I hold active positions with the Historic District Commission & BEST Board. My diverse outreach and relationships within the town create the perfect sounding board for what is needed within our community. The opportunity to better serve and connect our community members will be through the utilization of the long awaited COA/ Community Center.

My wide range of experience in event planning, development, and management make me a key contributor to what makes sense and what works for the space and needs of our town. I have been excited to be apart of this reuse project that I have seen from start to finish and now as it sits in its true beauty it holds so much potential.

I look forward to your consideration and hope to be an influential team member of this committee.

Sincerely yours,

Heather Barry

HEATHER P. BARRY

EDUCATION: University of New Hampshire, Durham, NH BA: Communication & Business
Graduated **Cum Laude**, Honors program The National Society of Leadership and Success

EXPERIENCE

COMMUNITY INVOLVEMENT

Historic District Commission/ Historical Commission 2017 - Present

Create awareness & community improvement of significant landmarks & homes within the district

Advocated/ Assisted with the 10 Elm project & Committee

Tri-Town School District Re-Opening Committee 2020

Coordinated & Executed the reopening plan for the Tri-Town School system & Tents for each district

BEST Board Member 2021 - Present

Grant writing & Event Planning

Beaumont Hotel Gloucester, Massachusetts, Winter 2015-Winter 2017

Manager & Sales

- Curated & assisted with the design & opening of all aspects of hotel
- Spearheaded ground up F&B Operation and events space
- Managed, planned & booked diverse events

The Trustees of Reservations & Fireside Catering Ipswich/Canton, Massachusetts, Spring 2013 - 2015

Private Event Manager & Sales

- Actively hold sales meetings for wedding and corporate clients
- Plan and manage weddings from start to finish as well as corporate events for high end clients
- Manage property calendars and sales calendars for region
- Organize annual wedding showcase for multiple wedding venues across Massachusetts
- Negotiate contracts and deals to maximize sales
- Annually produce over \$300,000 in sales
- Increased sales by 20% my first season at the organization, 40% my second season
- Surpassed multiple sales goals for the 2014 season

The Country Club Chestnut Hill, Massachusetts, Spring 2011-Spring 2013

The Country Club Assistant Manager (Spring 2011-Spring 2013)

- Oversaw all Club operations
- Executed and ran Private Events & Club Events
- Responsible as floor manager on a nightly basis for the formal and informal dining rooms
- Assistant to Club General Manager & Assistant General Manger
- Assisted with the Club's Summer Intern Program

The Country Club Events Coordinator (Fall 2011 - Spring 2013)

- Distributed weekly Write up packet as well as event changes
- Booked & Organized Private events and Club events, Managed the Club's Yearly Events & Calendars
- Coordinated Sporting events and annual Holiday Events

The Golf Club at Turner Hill, Ipswich, Massachusetts, Summer 2007-Spring 2011

Membership & Event Coordinator, Club Accounts Payable (2009-Spring 2011)

- Responsible for the entire golf club and residential accounts payable
- Directly work with President and CFO of the Club
- In charge of arranging member events and all clubhouse bookings
- Manage social calendars and assist with member requests

Membership Relations & Events Coordinator Internship (Summer 2008)

- Oversaw & arranged events, excelled in superior customer service relations, coordinating member events, weddings, corporate golf
- Assisted with the development of the Turner Hill Wedding Catalog as the key spokesperson
- Conducted wedding consultations and lead mansion tours

Manager of on Course Beverage Operations (Summer 2007-Fall 2010)

- Managed the beverage cart operations from 07-09, increased on course food and beverage sales by 97%
- Assisted membership sales with effective customer service for potential new members
- Developed strong interpersonal relationships with members, having a knowledge of all members
- Responsible for all cash bank dealings on and off course

Additional Experience with Turner Hill: Assistant to the President & CFO, Front Desk Operations Manager, Pool Manager, Server, Bartender, Catering Captain, Food & Beverage Floor Manager, Event Tour Manager & Wedding Cottage sales representative. Assisted with Human Resources and helped establish the membership services department.

Boston Bruins Professional Hockey Team, Boston, Massachusetts

Boston Bruins Media Relations Department Intern (Fall 2009-January 2010)

- Compiled & formatted daily media coverage of team to over 300 members of the media & upper management
- Assisted in the media development of the 2010 Winter Classic & escorted Bruins players to appearances
- Managed responsibilities for media relations game day staff, & trained incoming interns
- Boston Bruins Media Relations Representative during team practice & game days
- Developed PR Plans for Boston Bruins events; Represented Bruins players at charity functions & hospital visits
- Authored featured stories for the Boston Bruins official website
- Awarded the Dillman Award for NHL's Best PR Department of the year
- Commissioned to work for the NHL Communications Group during the 2011 Stanley Cup Finals

Boston Bruins Hockey Operations Department Intern (Spring 2010-May 2010)

- Developed the Boston Bruins 2010 Official Team Travel Guide
- Arranged all air travel, team bus & equipment transfers for 2010 season

SKILLS & CERTIFICATIONS:

MS Word, Excel, PowerPoint, Outlook, Jonas, ClubTec, RezStream, AED, CPR, Tips, Serve Safe & Crowd Control Certified