



Part-Time Office & Community Coordinator Trivium Interactive | Boston, MA | 20 hrs/week | In-Office Mon–Thu

Trivium Interactive is a women-owned experience and media design studio in Boston's North End. We build interactive exhibits and immersive environments for museums, visitor centers, and cultural institutions across the country. Our 48-person team is curious, collaborative, and a little obsessed with how people learn and engage with the world around them.

We're looking for someone to help keep us running — and to help us connect with the world outside our walls.

What you'll actually be doing

This role has two sides. One is the classic operational stuff: keeping the office stocked and organized, managing calendars, coordinating travel, and helping pull together the celebrations and events that make Trivium a genuinely good place to work. (We have a Party Planning Committee and they take their job seriously.)

The other side is more interesting. We run user testing sessions throughout the year on our projects, and we rely on real people — community members, not just colleagues — to help us understand whether our work is landing. You'll be the person who builds and maintains those relationships with local organizations, coordinates monthly testing sessions with our project managers, and helps us capture and organize what we learn. It's a meaningful role, and the relationships you build will directly shape the work we make.

You'll also support our recruiting process — working with department heads to write job descriptions, post openings, organize candidates, and keep interviews moving.

You're probably a good fit if You're the kind of person who notices when something isn't working and fixes it without being asked. You like people and are genuinely good at staying in touch with them. You can hold a lot of moving pieces at once and don't need someone standing over your shoulder to do it. You want to work somewhere where the work actually matters.

The Logistics

This is an in-person position, Monday through Thursday, 20 hours per week, at our studio in the North End — walking distance from North Station and South Station. The pay range is

\$23–\$27/hr depending on experience, paid biweekly. Benefits include 20 hours of PTO annually and a pre-tax MBTA pass.

Prior administrative experience is required. An associate's degree in business, communications, or HR — or progress toward one — is a plus.

To apply, send your resume and a cover letter to Careers@triviuminteractive.com. The cover letter matters. Tell us something real.