

Event Manager

Reports to: Director of Visitor Services

Status: Full-Time, Non-Exempt

Hours: Primarily M-F, 9:00 a.m. to -5:00 p.m. but flexibility is key. Frequent evenings and weekends will be required to meet deadlines and attend meetings and presentations and manage special events.

Job Summary:

The Event Manager is responsible for creating memorable experiences, maximizing revenue through rentals, and ensuring seamless event execution aligning with the museum's mission and development objectives and complementing current exhibitions. Responsible for scheduling, communications, administration and execution related to private event rentals as well as assisting with the production and facilitation of internal museum events.

Essential Responsibilities:

- Manage the rental process for specific museum spaces, including inquiries, bookings, contracts, and coordination of logistics for external events, conferences, performances, and private functions
- Process and respond to private event inquiries for Visionary Society members, community partners, nonprofits, and other organizations; provide information on venue policies, rates, and booking requirements; support outbound sales initiatives and other strategic outreach
- Assign rental rates to Visionary Society members, community partners, nonprofits, and other organizations in close collaboration with the development and leadership teams
- Lead the event team by providing guidance and direction to ensure the successful planning and execution of events and rentals while maintaining high standards of quality and excellence
- Manage event budgets, timelines, and logistics for both museum events and external rentals, negotiating contracts with vendors, venues, and service providers to ensure cost-effectiveness and adherence to budgetary constraints
- Schedule and conduct client site tours and inquiry follow-up calls
- Generate invoices and reconcile payments and credits with the finance team
- Utilize event management software to input and update client, billing, and contract details; update sales reports and trackers
- Assist with drafting and editing event contracts and proposals
- Create event layouts and update existing templates
- Work cooperatively with other departments to coordinate logistics
- Establish and enforce key expectations and vision execution of Museum internal events; review and monitor vendor agreements, location agreements, and payment schedules to ensure compliance with agreement terms and conditions.

Job Qualifications:

- 1 year event planning and production experience; museum experience a plus.
- High school diploma or equivalent required; Bachelor's degree preferred
- Excellent organizational skills, including project management, multitasking, time management, attention to detail, and budget management
- Excellent customer service, oral and written communication, intrapersonal and collaborative skills.
- High level of initiative and exceptional problem-solving skills with ability to provide creative solutions and apply diplomacy with minimal supervision
- Proficiency in MS Office and familiarity with event and billing software

Essential Functions (ADA):

- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and other office equipment effectively.
- Ability to lift/carry up to 20-25 pounds and move safely throughout the Museum campus.
- Ability to perform various functions such as standing, sitting, walking/moving across uneven surfaces, climbing stairs, lifting, pushing, carrying, seeing in varying light conditions, fine finger dexterity, and participating in some physical activities.
- Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to climb stairs and/or ladders.
- Ability to stand/walk for up to 4 hours at a time during special events or assignments.
- Visual acuity to determine the accuracy, neatness, thoroughness of work assigned.
- Ability to travel to and from job location.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: _____ Date: _____
(Employee, please print)

Employee Signature: _____ Date: _____