

THE RICHARD H. DRIEHAUS MUSEUM JOB DESCRIPTION SUMMARY

Job: Events Coordinator

Reports to: Public Programs Manager

Direct Staff: None

Incumbents: OPEN

Status: Non-Exempt

Updated: January 2018

Overall Job Purpose:

The Events Coordinator (“Coordinator”) is responsible for promoting and facilitating all Museum event rentals in order to enhance the Museum’s earned revenue profile. Additionally, the Coordinator is responsible for facilitating all Museum-specific events including, but not limited to, exhibition openings, concerts, public programs, etc.. The Coordinator is the primary liaison between the Museum and our approved caterers, whether for rental events or Museum events. The Coordinator supervises all events from set-up through shut-down to ensure that the Museum premises and collections are properly monitored to avoid any damage or loss. The Coordinator assists the Public Programs Manager as necessary to ensure a robust schedule of well-managed events.

Principal Duties and Responsibilities:

Event Rentals

- In coordination with the Executive Director, Public Programs Manager and development staff, develops and implements annual marketing plans to attract appropriate new and repeat event rentals of the Museum.
- Responsible for meeting annual revenue goals.
- Interviews, monitors and maintains a select list of approved caterers for Museum events.
- Facilitates all event rentals from first inquiry through contract and completion of the event, including attending all events to ensure everything occurs as planned.
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- Secures membership from client, site fee, and damage deposit for each event. Triggers reimbursement of damage deposit post-event, if necessary.
- Maintains records appropriately and develops lists for ongoing marketing and outreach.
- Works with Guest Services Manager to ensure events are adequately staffed with front-of-house personnel.
- Acts as liaison with Museum Store Manager regarding client needs (bulk sales) before and during event.
- Performs other duties as assigned by the Executive Director or Public Programs Manger

Museum Events

- Collaborates with the Public Programs Manager to plan, and then assume primary responsibility of coordinating and facilitating all non-mission-driven events including, but not limited to, Murder Mystery, various holiday concerts and holiday meals.
- Manages all catering-related elements including, but not limited to, food, bar, décor, etc., of all Museum events including, but not limited to, member openings, VIP events, Director luncheons, etc.
- Assists Gala Consultant in any and all aspects of Gala planning and execution as needed.
- Works with Guest Services Manager to ensure events are adequately staffed with front-of-house personnel.
- Acts as liaison with Museum Store Manager regarding client needs (bulk sales) before and during event.
- Performs other duties as assigned by the Executive Director or Public Programs Manager.

Decision Making Accountability:

Accountable for all assigned work; specifically, accountable for the accuracy and alignment of all event rentals with the Museum's mission, administration, operations, and reporting in addition to front-of-house support and facilitating all Museum-specific events.

Relationships:

Interacts with Museum colleagues, event partners, members, volunteers, donors, visitors, outside contractors/consultants, community partners and vendors to complete assigned responsibilities. Occasionally interacts with staff from Driehaus Enterprise Management, Inc. (DEMI), Driehaus Capital Management LLC (DCM) and other Driehaus affiliates.

Knowledge and Skills Required:

- Bachelor's degree preferred and a minimum of two years of experience in events, sales, catering or other related field.
- Demonstrated project management experience.
- Excellent problem solving, decision-making, interpersonal, communication (verbal & written) and public relations skills.
- Must be a self-starter with a high level of initiative and strong work ethic.
- Strong sense of aesthetics, elegance and refinement to ensure events align with Museum interiors and décor.
- Ability to organize and prioritize work to meet deadlines and manage multiple projects concurrently.
- Knowledge and understanding of basic contract language, crowd management and emergency procedures.
- Experience with Microsoft Office suite of products, including Word, Excel, PowerPoint and Outlook.
- Database experience an asset (Raiser's Edge or Altru).
- Ability to operate office equipment such as computers, printers, software, telephones, smartphones, and copier.
- Ability to work evening and weekend hours as necessary for events.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Human Resources: _____ Date: _____