

Montgomery Museum of Fine Arts

Events Manager - Job Description

Reports to: Museum Director

Status: Full-time, on-site

Summary

Oversees the conception, development, delivery, and assessment of the MMFA's internal and external special events (fundraisers, festivals, performances, weddings, third-party meetings, etc.) Collaborates and coordinates with staff across the institution throughout the events management cycle in order to ensure the successful execution of all events hosted on museum grounds. The MMFA is a department of the City of Montgomery, Alabama, and the Events Manager liaises with the City for the presentation of certain events.

Primary Responsibilities

- Manage all aspects of the event management cycle.
- Schedule the use of event spaces within the museum.
- Collaborate with museum departments to develop and execute museum events (fundraising, goal-setting, general, impact, and security planning).
 - Collaborate with the Development Department to design and deliver annual fundraising event(s) and other activities related to community relations.
 - Collaborate with the Learning + Programs Department to design and deliver annual high-visibility, high-capacity programs, such as festivals.
 - Collaborate with the Communications Department, meeting/ wedding management organizations, and other niche markets to secure opportunities for special events and tourism, including but not limited to: group tourism, conventions, and weddings.
 - Collaborate with concessionaires at Verde Cafe with regard to cafe operations and catering opportunities.
- Advocate for the advantages of the museum's unique facilities and character as a setting for special events.
- Clearly explain the limitations imposed on special events by the requirement to protect the museum's collections, exhibitions, and facilities to prospective clients.
- Responsibly manage the museum's liquor license and service of alcoholic beverages.

- Acquire responsible vendor training for certifying all employees who serve or oversee the service of alcohol.
- Manage and respond to a large volume of inquiries and messages related to event scheduling and details promptly and courteously, building a reputation for exceptional customer service.
- Create contracts with services including caterers, bartenders, rentals, photographers, and other city departments as needed.
- Create written budgets, estimates, work orders, agreements, invoices, reports, inventories and other documents relative to event management.
- Develop the museum management department to ensure the sustainability of future programs.

Desirable Qualifications

- Experience using event management software, particularly Tripleseat and SketchUp.
- Ability to work under conditions of constant change and adjustment.
- Customer service and relationship management skills.
- Familiarity with current best practices for events management.
- Effective oral and written communication skills.
- The ability to maintain organizational and multitasking systems with minimal management or supervision.
- Commitment to the vision, mission, plans, and activities of the MMFA.
- Ideally a rising events professional with a demonstrated record of self-direction, ambition, and perseverance.
- Reflective skills and a deep understanding of one's own personal strengths and opportunities for ongoing growth.
- A desire to build strong foundations for future programs.
- An understanding of one's own practice within the context of museum goals.
- Humility, compassion, and understanding of the perspectives of others.
- Creative and critical thinking skills.

Scheduling and Compensation

- Minimum 40 hours per week, occasional weekend and evening work.
- Salary begins at 60k per annum; negotiable commensurate with experience
- Benefits include: health insurance, dental insurance, life insurance, retirement benefits, vacation and sick days, as well as paid holidays and paid personal leave days.