



Job Description

Job Title: Special Events Assistant Manager	Updated: March 25, 2022
Department: Development	FLSA Status: Non-Exempt
Reports to: Deputy Director of Development	Overtime Eligible

Job Summary:

The Special Events Assistant Manager is responsible for running every logistical detail prior to, during and following museum events with a focus on: fundraisers, donor cultivation events, and membership events. Duties include: event logistics and facilitation, vendor coordination and contract administration, budgeting and implementation of cost saving techniques, sponsor benefit fulfillment, handling of audio visual equipment, event promotion (in coordination with the marketing department), in-kind contribution requests, and solicitation and stewardship of beverage sponsorships as they correlate with museum fundraisers.

This position requires high energy, a friendly disposition, savvy problem solving skills, administrative competencies, strong communication skills, and keen sense of organization.

The Assistant Manager must exhibit a positive, team-oriented attitude across departments, and support the Museum's strategic goals and mission working closely with cross-departmental teams and serve a key role in event design, logistical management, and implementation for all events hosted by the Development Department.

This position is a Monday to Friday 40 hour flexible schedule with evenings and weekends as the on-site Manager on Duty for the duration of all fundraisers and donor and member events, and working cross-departmentally to support the Late Night Series, institutional member and community convener events, and large community events.

Job Duties and Responsibilities:

- Envision overarching fundraiser event design, develop budgets, and work back schedules to propose profitable, engaging, and realistic fundraisers within parameters set. Work all logistical details including coordination with the Facility Rental Manager to create floor plans/ request street closures and assembly permits, identify event staffing needs, create event accountability timelines, communicate event design with custodial, facility rental, and community engagement departments. Leverage partnerships and sponsorships for cost savings.
- Lead logistical team member for all events hosted by the Museum's Development Department including but not limited to: fundraisers (International Wine Festival, Bourbon + Bacon, Sidewalk Art Show, Women's Luncheon, and Exhibition Opening Party), donor cultivation events (Annual Major Donor Reception, receptions with exhibiting artists and lenders, private dinners, exhibit preview events, donor meetings, and lectures), and membership events (Annual Major Donor Touch Tour, Chairman's Dinner, and Member Day, coffee and conversations, Director Receptions and Vault Tours, and serve as the

department's logistical lead for the Late Nights series in collaboration with the cross-departmental team).

- In coordination with Volunteer Assistant Manager and other internal departments, communicate event staffing needs and roles and responsibilities with external volunteers and internal event staff, lead trainings as necessary.
- Bid vendors, produce expense budgets, track expenses, and ensure events stay within budget for annual fundraisers, donor cultivation events, and membership events.
- In coordination with and approval from the Marketing Department, work on social media efforts and website content for fundraising events to ensure consistent marketing strategies, branding, and messaging with appropriate credit permissions.
- Direct and coordinate with the facilities, facility rentals, exhibitions, and community engagement departments as they relate to all development events.
- Manage and oversee all logistics with caterers. Secure, manage, and administer contracts for florists, photographers, performers, audio visual technicians- ensuring all comply with rules and regulations guiding the use of Museum facilities.
- Build professional relationships with external vendors for events.
- Lead and ensure smooth management of the Sidewalk Art Show logistics committee composed of external volunteers.
- Lead and ensure smooth management of fundraiser sub-committees that focus on logistics/ décor composed of external volunteers.
- Ensure ABC compliance leading up to and day of events, coordinate alcohol orders and deliveries, maintain organization of inventory.
- Manage day-of event staff and volunteers.
- Create post-event reports for the Membership and Donor Relations Manager and the Deputy Director of Development to share event impact with event sponsors and for archival reference.
- Work in coordination with the marketing department for promotion of fundraisers: provide copy for flyers, programs, and collateral materials and serve as spokesperson for media interviews.
- Work in coordination with the Membership and Donor Relations Manager to initiate in-kind and beverage sponsorships for select events.
- Work side-by-side with the Deputy Director of Development and the Membership and Donor Relations Manager to identify opportunities for recognition/benefit packages of future and current event sponsors.
- Write and send appropriate thank you letters for event partners, in-kind contributors, and beverage sponsors.
- Work side-by-side with the cross-departmental team for planning and implementation of the Museum's Late Night series.
- Work in coordination with Executive Director, leadership team, and community engagement team for logistical onsite support for the following but not limited to institutional member events, community convener meetings, and large community events.
- Occasionally lead facility rental tours and serve as manager-on-duty for external facility rentals.
- Occasionally assist with special event set up- chairs, linens, etc.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Ability to work well under pressure and multi-task in a fast paced, intense environment
- Excellent communication, organizational, interpersonal and public speaking skills; ability to interview cogently with key regional media to promote fundraisers is a must
- Must be a charismatic, flexible, strategic team player; able to work with a diverse range of people
- Must be poised, personable, and maintain a professional appearance
- Possess excellent diplomatic skills and a positive attitude
- Requires excellent attention to detail, experience in event planning and ability to work cross-functionally
- Must be able to meet deadlines, problem solve and speak and write in a clear and persuasive manner for internal/external relations
- Produce content for print, website and social media in a clear, concise and appealing manner
- Understand basic research methodologies
- Ability to work effectively with clients, staff, volunteers, donors, and the public
- Must be a self-starter and enthusiastic with the ability to motivate and lead others
- Proficient in computer word processing and database systems
- Knowledge of IRS laws governing gifts and donations to non-profit organizations
- Conversant with fundraising issues and trends

Training, Education and Experience:

- Must possess a Bachelor's degree and at least 6 years' experience in event planning
- Must have experience with contract administration and customer service
- Must have experience working with catering services, ABC regulations, and external vendors
- Must be proficient in MS Office and experience with databases
- Must be proficient interfacing with and troubleshooting audio/visual equipment

Special Requirements:

Must possess and maintain a valid Virginia driver's license and maintain a driving record acceptable to the Taubman Museum of Art and its insurance carrier(s).

Must be available to work flexible hours including nights, weekends and holidays as needed.

Physical Demands and Work Environment:

Must be able to stand, walk, and sit; ability to use hands and/or fingers, reaching with hands and arms; must be able to talk and hear; ability to occasionally climb or balance and stoop, kneel, crouch and crawl as required; must have the ability to lift up to 40 pounds as needed; must be able to see up close and have distance vision and have the ability to focus; must be able to work in a moderate noise level office environment and loud event environment.