



Event Coordinator

Position Summary:

The Academy Art Museum seeks a highly collaborative and organized Event Coordinator to oversee event logistics and provide support across multiple departments. This role includes managing rental events, assisting with Museum-hosted programs, and working closely with the Development, Education, and Exhibition teams to deliver outstanding experiences. The ideal candidate will bring a strong network of local vendors, exceptional organizational skills, and the ability to identify cost-saving opportunities while maintaining the Museum's high standards.

Key Responsibilities:

1. Event Rental Management:

- Serve as the primary point of contact for rental events, including private parties, corporate meetings, micro weddings, and concerts.
- Oversee event contracts, logistics, client communication, invoicing, and compliance with Museum policies.
- Promote and manage the Museum's rental program, earning a 5% commission on all paid rentals.

2. Museum Events:

- Assist with planning and execution of certain educational programs, exhibition receptions, and special fundraising events.
- Collaborate with the Exhibition team to coordinate exhibition openings and related activities.
- Work closely with the Development team on donor cultivation and special events.

3. Coordination and Collaboration:

- Organize and manage event calendars, coordinating schedules across departments to ensure seamless execution.
- Work collaboratively with various Museum teams, maintaining clear communication and strong relationships.
- Provide logistical support for educational programs and community-focused events as needed.

4. Vendor and Resource Management:

- Maintain strong knowledge of local caterers, florists, and rental vendors for tents, tables, and chairs.

- Research and identify value-saving opportunities for Museum events without compromising quality.
- Ensure the Museum maintains excellent relationships with external service providers.

5. Event Preparation and Execution:

- Coordinate event setup, breakdown, and readiness with the Deputy Director and related department.
- Ensure all event spaces meet high presentation and functionality standards.
- Handle on-site management during events to ensure they run smoothly.

Qualifications:

- Proven experience in event planning, hospitality, or a related field.
- Strong organizational skills with the ability to manage multiple projects and calendars simultaneously.
- Proficiency in design tools like Canva for creating event marketing materials.
- Knowledge of local vendors and resources, with the ability to negotiate and secure cost-effective solutions.
- Excellent interpersonal and communication skills for collaborating across teams and engaging with clients.
- Ability to work evenings, weekends, and holidays as required by event schedules.

Compensation:

Hourly contractor with an additional 5% commission on all paid event rentals.

The Event Coordinator will play a vital role in the Museum's mission to engage the community through art and culture by ensuring exceptional event experiences.

How to Apply:

Interested candidates should submit their resume, cover letter, and examples of prior event work (images of events, mood board or promotional materials) to ckasic@academyartmuseum.org. Applications will be reviewed on a rolling basis until the position is filled.