



Manager of Events

Reports to: COO of NMWA

Objective:

The Manager of Events is responsible for all aspects of private Museum rental events occurring at the National Museum of Wildlife Art. This role requires developing long-term, positive relationships with all clients and community members and cultivating new business opportunities. A flexible work schedule is required as it is dependent upon calendared events. Many events are held during the evening hours and/or weekends.

The Manager of Events must display excellent customer service and internal personnel management skills. In addition, the ideal candidate will have strong leadership, decision-making, and prioritization skills. Knowledge about the Museum is not required; however, there is an expectation to learn about the Museum collection over time.

Position Duties and Responsibilities:

- Serve as the lead contact for private rental events occurring at the museum; responsible for generating, submitting, and billing contracts.
- Conduct client walk-throughs as needed.
- Schedule and oversee all events; coordinate with other departments as necessary.
- Maintain an accurate calendar and communicate all private events to caterers, staff, volunteers, and other parties as needed.
- Responsible for vendor contract management; specifically act as liaison to Palate restaurant:
 - Responsible for orientation of new Palate employees; be familiar with and enforce restaurant rental contract rules and guidelines; review and confirm accuracy of monthly billings; track monthly goals and KPI's.
- Validate all museum-owned restaurant equipment is being maintained properly and is in good working order.
- Collaborate effectively with other departments/cross-functional teams and maintain a good rapport.
- Other duties as assigned.

Supervisory Duties:

- Supervises a shared employee
- Shares the responsibility with PT employee to attend/oversee events

Qualifications:

- Two plus years' experience with banquet food & beverage and coordinating private events
- Ability to work a flexible work schedule



- Strong organizational skills with the familiarity to use technology—MS Office, Google Suite, A/V equipment, etc.
- Familiarity with reading and writing contracts
- Experience managing/mentoring staff

Commitment to the Mission, Vision and Values of NMWA:

- **Mission:**
To impart knowledge and inspire appreciation of humanity's relationship with wildlife and nature through art and education
- **Vision:**
To be the world's premier repository of wildlife art
- **Values:**
Integrity, Excellence, Collaboration, Transparency, Accountability, Financial Responsibility

Benefits:

- Salaried-exempt position, \$67,000+
- Full time NMWA benefits for full-time employee
 - Housing and Transportation Stipend
 - Medical, Dental, and Vision coverage
 - Life Insurance
 - 403(b) Retirement Plan Contribution
 - 20 PTO days
 - 11 Paid Holidays
 - Hybrid Remote Work Schedule

Physical Requirements:

- Ability to stand, sit, reach, and kneel at various times during the working day
- Ability to work on a computer for up to 8 hours a day
- Ability to lift up to 30 lbs
- Ability to use the phone for extended period of times
- Ability to operate a car