



Reports to: Director of Programs and Events and the Events Manager.

Objective: The Events Coordinator works in a dual capacity, providing support to the Director of Programs and Events and the Events Manager, with time split evenly between the two departments. This role assists in the planning and execution of both internally produced Museum events and external private client events held at the National Museum of Wildlife Art.

Dual Position Duties and Responsibilities:

- Assist with event scheduling on the master Museum calendar.
- Assist in keeping organized, accurate event files.
- Compile and manage event reporting for Finance and Development team needs.
- Communicate with Museum staff, volunteers, vendors, Palate restaurant, and all other necessary parties to coordinate timing and support needs.
- Assist with set up and tear down for all events as needed.
- Maintain inventory and organization of Museum event props and supplies.
- Provide audio visual support as needed.

Programs and Events (P&E) Department Specific:

- Assist with planning, vendor correspondences, and execution of P&E events.
- Provide on-site support to the Director of Programs and Events during all public Museum events.
- Manage the master contact list and master artwork spreadsheet for *Western Visions*.
- Run P&E revenue reports and create spreadsheets for Finance.
- Run reports and create spreadsheets of attendee data for Development and Marketing.
- Coordinate and obtain all supplies for P&E events.
- Manage *Yoga On The Trail* programming during the summer season.
- Assist with mailings and shipments.
- Assist with unpacking, conditioning, storing, and repacking of artwork during *Western Visions*.
- Serve as the *Western Visions* liaison for outbound shipping with FedEx.
- Manage various online event platforms.
- Other duties as assigned.

Events Department Specific:

- Assist in scheduling client site visits and vendor appointments.
- Communicate with Museum clients in a professional manner, orally and in writing.
- Accurately create, edit, and update contracts as directed.
- Supervise the execution of site visits, private events, and coordination of upcoming events in the absence of the Events Manager.
- Assist with finance-related tasks such as billing clients, collecting deposits, and processing payment invoices as directed.

**Supervisory Duties:**

- Oversee volunteer assignments and training for events held by Programs and Events.
- Supervise vendors during all events.

Commitment to the Mission, Vision, and Values of the National Museum of Wildlife Art (NMWA):*Mission:*

Impart knowledge and generate wonder through art and education.

Vision:

Inspire connections with wildlife and nature.

Values:

Integrity, Excellence, Collaboration, Transparency, Accountability, Financial Responsibility

Qualifications:

- 1-2 years previous experience in an event coordination support role
- Flexibility in personal schedule; the ability to work a wide variety of time frames, including evenings, holidays, and weekends
- Strong organizational and communication skills
- Ability to prioritize duties and adjust accordingly if needed
- High attention to detail
- Experience with Gmail and Google Workspace
- Proficiency in Excel, Word, PowerPoint
- Desire and ability to work both independently and as part of a team

Benefits:

- Starting pay will be \$55,000 paid at \$26.62 per hour.
- Full time NMWA benefits for full-time employee
 - o Housing and Transportation Stipend
 - o Medical, Dental, and Vision coverage
 - o Life Insurance
 - o 403(b) Retirement Plan Contribution
 - o 20 PTO days
 - o 11 Paid Holidays

Physical Requirements:

- Ability to stand, sit, reach, and kneel at various time during the working day
- Ability to work on a computer for up to 8 hours a day
- Ability to be on their feet for up to 8 hours a day
- Ability to lift up to 30 pounds
- Ability to operate a car