



Events Coordinator

Objective: The Events Coordinator works in a dual capacity, providing support to the Programs & Events Manager 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/facility rental events held at the National Museum of Wildlife Art.

Reports to: Programs & Events Manager and Events Manager

Dual Position Key Duties and Responsibilities:

- Provide support to Events and Programs & Events (P&E) departments leading up to, executing, and post-event tasks, including feedback collection and continuous improvement efforts.
- Be familiar with Museum policies and procedures.
- Represent the Museum at all times by creating a welcoming, engaging, and mission-aligned experience for all guests, visitors, and clients.
- Maintain detailed event timelines, run-of-show documents, and planning checklists.
- Prepare accurate written correspondence, vendor agreements, event resumes (schedule of events), emails, and other documents as needed.
- Communicate the events calendar with all internal departments.
- Maintain organized event files, documentation, and templates to support process consistency and institutional knowledge.
- Compile and maintain event reporting for necessary departments (i.e., financial reports, attendance reports, and Key Performance Indicators).
- Collaborate with Museum staff, volunteers, and vendors (including Palate restaurant) to coordinate logistics and support needs.
- Support and, when appropriate, lead event setup, execution, and teardown.
- Maintain inventory and organization of event equipment, supplies, and materials.
- Provide basic audio-visual and technical support for events.
- Anticipate and respond to on-site needs, troubleshoot issues, and implement contingency plans as needed.

Additional Responsibilities

Programs & Events (P&E) Department Specific:

- Assist with planning, vendor correspondence, and execution of P&E events both onsite and offsite.
- Communicate with the P&E Manager for inventory needs and other event planning needs.

- Oversee volunteer assignments and training for events.
- Manage various online event platforms.
- Assist with mailings and shipments.
- Assist the P&E Manager and the *Western Visions Art Show and Sale* Director with maintaining the necessary artist spreadsheets for this annual art show and sale.
- Assist with unpacking, conditioning, storing, and repacking of artwork during *Western Visions*.
- Serve as the *Western Visions* liaison for outbound shipping with FedEx.
- Other duties as assigned.

Events Department Specific:

- Support private events and facility rentals from inquiry through execution.
- Coordinate client site visits and vendor meetings.
- Communicate professionally with clients, both in writing and in person.
- Assist with creating contracts and event documentation.
- Step in to help oversee events and site visits when the Events Manager is unavailable.
- Support financial processes, including invoicing, deposits, and payment tracking.
- Be available to work evenings, weekends, and occasional holidays as required.

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 of 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.
- Strong attention to detail.
- Familiarization with event planning and catering processes.
- Experience with Gmail and Google Workspace.
- Proficiency in Excel, Word, PowerPoint, and other Microsoft programs.
- Desire and ability to work both independently and as part of a team.

Benefits:

- Hourly non-exempt position starting at \$26.68 per hour; an annualized equivalent of \$55,500.
- Full-time employees receive benefits including:
 - Housing and Transportation Stipend
 - Medical, Dental, and Vision coverage
 - Life Insurance
 - 403(b) Retirement Plan Contribution
 - 20 PTO days
 - 11 Paid Holidays

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 be on their feet for up to 8 hours a day
- Ability to lift up to 40 pounds
- Ability to operate a car

About the Museum:

The National Museum of Wildlife Art, founded in 1987, is a Jackson Hole museum holding more than 5,000 artworks that depict wild animals from around the world. Featuring work by prominent artists such as Georgia O’Keeffe, Andy Warhol, Carl Rungius, Rembrandt Bugatti, Rosa Bonheur, Eugène Delacroix, John James Audubon, and Rembrandt van Rijn, the Museum’s unsurpassed permanent collection chronicles the history of wildlife in art from 2,500 B.C.E. to the present.

In 1994, the National Museum of Wildlife Art received the Wyoming Humanities Award for exemplary efforts in fostering the humanities in Wyoming. The Museum received its designation as the “National Museum of Wildlife Art of the United States” by order of Congress in 2008. The ¾ mile-long Sculpture Trail was designed by award-winning landscape architect, Walter Hood, and completed in 2012. More than 65,000 people visit each year, and over 3,000 children take part in our school tour programming annually. Boasting a museum shop, interactive children’s gallery, onsite restaurant, and outdoor Sculpture Trail, the Museum is located two-and-a-half miles north of Jackson’s Town Square, and two miles from the gateway of Grand Teton National Park.