



**MUSEUM *of***  
**VISUAL**  
**MATERIALS**

## **Job Description**

Job Title: Events Coordinator  
Status: Full-time, Nonexempt; Works days, nights, and weekends  
Reports To: Executive Director

### **Job Summary**

The Events Coordinator for the Museum of Visual Materials is responsible for all event coordination, reception, and tour activities at the museum and provides support to the Executive Director and Education Director.

### **Job Responsibilities**

#### Reception and Museum Coordination

- Welcomes all guests to the museum, provides tours, and directs visitors to activities.
- Answers all incoming phone calls and assists a diverse group of callers with questions regarding the Museum of Visual Materials activities and facility rental. Directs phone calls to the appropriate person as needed.
- Provides information by answering questions and requests.
- Maintains a clean and orderly environment for receiving visitors.
- Manages volunteers as needed.
- Reports on the number of visitors to the Museum of Visual Materials.

#### Administrative Assistance

- Assists with word processing, spreadsheet, and filing needs.
- Contributes to team effort by accomplishing related results as needed.

#### Events Coordination

- Coordinates 50+ events per year, including creating contracts, booking events, working with renters, finalizing details, and scheduling staff.
- Creates and revises room layouts for each event.
- Provides outstanding customer service as an enthusiastic professional and able to build relationships with customers.
- Orders and receives supplies and rentals.
- Acts as the Manager on Duty for events as scheduled and aids events as needed.
- Provides backup support for event set-up and clean-up as needed, including evenings and weekends.

Other duties as assigned.

### **Skills and Qualifications**

- Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to work evenings and weekends.
- Must have a proven ability to plan, manage, document, organize and archive the administrative work of the organization.
- Demonstrate excellent communication skills, including writing, proof reading skills, and speaking.
- Ability to manage multiple projects and work assignments from a variety of staff and customers.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Fantastic customer service ethic and high expectations for quality.
- Proficient using the latest versions of Microsoft Office and mail merges; email and web searches and able to learn new computer programs specific to the Museum.
- Must be able to lift up to 50 pounds to assist with event set-up and tear-down by lifting and moving tables and chairs.
- Bachelor's degree in related field preferred; significant work experience can substitute for degree.
- Experience with office administrative management and coordinating special events preferred.