

Phoenix Art Museum is looking for an **Event Coordinator** to manage private, non-museum sponsored corporate and social events. Focuses on operations and logistics by providing private events with any combination of event services necessary, including vendor referrals, room layouts, and event timelines, while providing support to the other subdivisions within the Events Office as needed. Responsible for managing reservations for all museum spaces and maintain Museum's master calendar for all corporate and social events. Daily duties include checking voicemails and emails, responding appropriately, and managing and organizing files for events. Weekly duties include setting up for events, walk-throughs, overseeing audio visual, creating event reports, and attending meetings with other key staff.

MAIN JOB DUTIES

1. Coordinate the scheduling and use of the Museum's rooms and galleries. Assist in maintaining the master calendar listing of all events, their locations, dates, times and equipment needs.
2. Work closely and meet with groups using the museum facilities to schedule their activities, discuss and arrange for audio visual needs, coordinate catering and vendor schedules, arrange to have the area equipped as requested.
3. Provide, with the aid of the custodian, all event/meeting areas with required tables, chairs, and other equipment related to the event. Prepare intranet Work Orders for even-related custodial needs.
4. Review museum restrictions necessitated by works of art, ensure that all museum security and safety policies are observed by the users, and proper security staff has been scheduled.
5. Responsible for keeping an inventory of and maintaining Museum event furnishings.
6. Assure that special events at the museum meet and exceed expectations by following established procedures, collaborating with other employees, and ensuring accuracy.
7. Prepare and circulate a weekly and monthly summary of upcoming events/meetings for staff, custodians, bartenders, projectionist, Phoenix Theatre, landscapers and other staff as needed.
8. Maintain positive working relationships with museum departments by coordinating schedules, meeting regularly, providing timely notification of necessary changes, and maintaining open communication with staff to seek mutually agreeable solutions to problems.
9. Assists in developing working relationships with outside vendors by maintaining timely and effective communication to enhance the event experience.
10. Record event attendance and create reports summarizing number of people at private events.
11. Conduct walkthroughs of campus with renters and vendors to ensure all event needs have been met.
12. Be available during events (in person or by phone) to handle issues that may arise; ability to adapt quickly to changes and trouble-shoot when necessary.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree;
2. minimum of two years' experience in event coordination and/or hospitality or related field, or any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Knowledge of:

1. Consistent and accurate data entry of minimum 45 wpm.
2. Event execution
3. Event management software preferred.
4. Microsoft Office

Skill and ability to:

1. Customer Service and/or Hospitality experience.
2. Organizational skills, attention to detail, ability to meet deadlines and work minimal supervision.
3. Must be available some evenings, weekends, and early mornings for successful execution of events.
4. Prioritize and accomplish multiple projects concurrently and follow- through independently on routine responsibilities.
5. Must be able to manage a large flow of various communications (database, correspondence, schedules, requests for information, etc.)
6. Communicate efficiently and effectively with tact and diplomacy, both in person, on the telephone with external audiences, e.g., volunteers, members, donors, and trustees.
7. Communicate effectively in writing, with excellent composition, grammar, and proof-reading skills.
8. Maintain confidentiality of information.

Submit cover letter, resume, and salary history with job code PAM-EVC to HR@phxart.org

Incomplete applications may not be accepted for review.