

Phoenix Art Museum is looking for a part-time **Support Group Assistant** to oversee Support Group fundraising events in keeping with Museum guidelines. Participates in Support Group fundraising event planning, facilitates communication between the Support Group volunteer boards and the Museum, assists with administrative and operational functions during the events and provides necessary follow-up at event conclusion. Supports the Museum Development Department with fundraising event execution.

Job Duties:

1. Coordinate dates for Support Group public fundraising events and the reservation of event spaces with Museum Events team and the Support Group Specialist;
2. Collaborate with Support Group boards and committee chairs on fundraising event planning;
3. Communicate with Visitor Services regarding necessary ticketing information, RSVP management and guest check-in;
4. Support the payment and receipting process for all Support Group fundraising events;
5. Work with Marketing and Communications for event publications, media, marketing, promotion and invitations;
6. Coordinate Support Group fundraising details with Museum staff. Assist with annual art auction details, seating charts, follow-up with winning bidders, silent auction donation forms, and bid sheets for all silent auction lots, and tax-receipt letters for any items purchased above fair market value;
7. Organize and communicate template forms and processes to all necessary event groups/committees;
8. Communicate with the Registrar and Curator to coordinate artwork installation for award exhibitions and auctions. Manage auction donations and follow-up with donors regarding details of auction proceeds;
9. Work with Museum to close-out art auctions, update reservation database with any changes that occurred at event (walk-ins, replacements, etc.) manage acknowledgement forms/letters as needed;
10. Communicate necessary event staging, audio visual and set-up information to Museum Events team in a timely manner;
11. Assist with event preparation and "day-of" functions during Support Group fundraisers and Development events.

Minimum Qualifications:

1. High school graduate or equivalent supplemented with college courses.
2. Minimum two years' experience working with special events.

Knowledge of:

1. Basic principles of development and fundraising in a non-profit, preferably in a museum.
2. Consistent and accurate data entry of minimum 45 wpm.
3. Organizational skills, attention to detail, ability to meet deadlines and work with minimal supervision.
4. Special event execution
5. Development fundraising databases preferred

Skill and ability to:

1. High proficiency of Microsoft Office, including adept use of Excel.
2. Prioritize and accomplish multiple projects concurrently and follow-through independently on routine responsibilities.
3. Work effectively with a wide variety of Museum supporters, visitors, volunteers and staff.
4. Communicate efficiently and effectively with tact and diplomacy, both in person and on the telephone with external audiences, e.g., volunteers, members, donors, and trustees.
5. Communicate effectively in writing, with excellent composition, grammar, and proof-reading skills.
6. Maintain confidentiality of information.

Please email cover letter, resume, and salary requirements with job code PAM-SGA to HR@phxart.org

Incomplete applications may not be accepted for review.

Job Status: Regular, part-time, non-exempt
EOE