

**PARRISH ART MUSEUM
JOB DESCRIPTION**

Job Title: Special Events Manager

Date: October 1, 2021

Reports To: Deputy Director

Supervises: Development Assistants or Associates

Status: Full Time Exempt

PURPOSE AND SCOPE:

Under the direction of the Deputy Director and in close collaboration with the Director, members of the board as well as and other development staff, ensures the planning and implementation of special events. Coordinates activities of committees for fundraising and cultivation events. Is responsible for event planning, execution, and evaluation.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Organize meetings with committee members (volunteer leadership) and in-house team and coordinate follow up communication and achievement of action items concerning all aspects of special events. These committees include the gala committee, Landscape Pleasures, and Spring fling all member and board driven.
- Take responsibility for the event timeline ensuring that all tasks are completed by the appropriate team member in timely fashion – such tasks will include invitation design, preparation and mailing, distribution of tracking reports, preparation of event components etc.
- Work closely with all events related vendors including gala consultant, caterers, AV vendors, and entertainment and other related event contractors.
- Create budget and ticket purchasing protocols and ensure that budgets and revenues are secured, tracked, solicited, and finalized in a timely fashion.
- Implement arrangements for each event as agreed – including launch and pre-event receptions, entertainment, décor, catering, auction etc.
- Coordinate all aspects of VIP exhibition openings and cultivation dinners/events, including tracking RSVPs, catering needs, and evening program.
- Oversee record-keeping and preparation of acknowledgement correspondence, briefing notes and draft seating plans for review.
- Ensure that all the museum’s staff and volunteer leadership are briefed on all event participants and have assigned stewardship roles at the event.
- Follow up with event participants to ensure their continuing participation as part of the Parrish family.
- Work closely with the Director of Corporate Relations to also identify potential corporate supporters.
- Additional duties as assigned

Qualifications: HS diploma and 5-10 years' experience required; Bachelor's degree or management experience highly preferred. Background clearances are required.

Working Conditions: Work will be performed in a normal office environment. Moves about the museum on an as needed basis to successfully perform job.

The physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Scope of Authority: Must accept direction from Deputy Director or Director. Supervises and manages Development Assistant(s).

Interpersonal Communications: Needs to possess strong organizational and interpersonal skills. Individual needs to be approachable and responsible. Position must be able to work both independently and with a variety of staff, vendors as well as the public. Position must have good communications skills and work well as part of a team. This position requires confidentiality, integrity, understanding, and high ethical standards.

Disclaimer

The preceding description is not designed to be a complete list of all duties and responsibilities required of the position.

I have read and understand this explanation and job description.

Employee Signature/Date

Supervisor Signature/Date