

# Honolulu Museum of Art

## JOB DESCRIPTION

<b>Job Title:</b>	Director, Events
<b>Department:</b>	Advancement
<b>Supervisor:</b>	Deputy Director, Advancement
<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Exempt
<b>Work Hours:</b>	8:00 am – 5:00 pm with occasional evenings and weekends
<b>Issue/Reissue Date:</b>	2/9/2016

The Honolulu Museum of Art (HMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

*To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.*

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

### **Job Summary:**

We are building a team of highly collaborative individuals who work with colleagues across the museum and engage with art, ideas, and audiences in a disciplined manner. The Director of Events serves as a member of the Museum's advancement team and will direct events that are recognized highlights of the museum's annual calendar. This position is responsible for the development of event leadership, all production and event logistics. The Director will also develop budgets and report on actual income and expense performance on a regular basis for events. As time allows, the position will also support logistics for the Museum's other cultivation events and Museum openings.

### **Minimum Qualifications:**

- Bachelor's degree required and/or minimum of five years' experience in special events.
- 2 years supervisory experience.
- Superior written and verbal communication skills.
- Rigorous attention to detail, excellent organizational abilities, manage multiple deadlines.
- Excellent computer skills, including the Microsoft Office Suite and knowledge of databases.
- Ability to handle sensitive information confidentially.
- Ability to work independently and as part of a team.
- Excellent customer service/customer relations skills.
- Ability to work some late nights and weekends.
- Ability to work with diplomacy and tact at all times.
- Ability to take initiative, multitask, and work graciously in a fast paced environment.

### **Desired Qualifications:**

- Understanding of Honolulu Museum of Art's established identity and dedication to maintaining it.

### **Essential Duties:**

- Provide leadership, professional expertise, and direction in the planning and execution of high quality events and functions.

- Plan collaboratively with principal parties and department heads to create an annual calendar of special events that maximizes potential impact and benefits in critical areas of donor stewardship and recognition and community relations.
- Identify and participate in discussion and decision-making about strategies, opportunities, potential conflicts and other issues related to the successful production of events.
- Provide leadership and direction in performance of the details of event production, with emphasis on high standards for customer relations, attention to detail, protocol, and etiquette. Ensure the appropriate tone, schedules, and appearance of all events-related invitations, programs and correspondence.
- Prepare pre- and post-events analysis, and assess opportunities and make recommendations for improving service to internal and external constituencies, and implement those improvements as appropriate.
- Develop and maintain benefit event budgets, including forecasting event revenue and expenses; Ensure detailed event financial information for fiscal control purposes. Regularly update the Deputy Director, Advancement on event financials and yearly comparisons. Oversees financial compliance/invoicing for event including balances and deposits due.
- Work cooperatively with other Museum teams members, including but not limited to: Communications, Security, Operations, Finance, Curatorial and Collections, etc.
- Works closely with Operations and Security on all Museum safety and emergency procedures.

#### **FACILITY USAGE**

- Researches and develops strategic mission aligned events and marketing plan.
- Manages and follows-up on all event leads.
- Schedules site visit with prospective clients and conducts Museum tours.
- Negotiates facility usage rates with potential clients.
- Generates and manages all client contracts; understands the required insurance and contract risks for Museum and clients.
- Tracks status of facility usage contracts including deposits and insurance.
- Works with the Communications Department on event marketing strategies/efforts/opportunities, including: social media, print advertising, promoting new exhibitions, mailings.
- Ensure updates and edits of the Special Events are on the Museums website.
- Investigates ways to target demographics, including strategic museum functions, fundraising events and others.
- Attends meetings and networking events to increase the profile of the Museum and gain knowledge on industry trends.
- Additional duties as assigned.

#### **Traits and characteristics:**

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and its brand.

#### **Working Conditions and Atmosphere:**

This position works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.