

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Special Events Coordinator
Department:	Events
Supervisor:	Events Director
Employment Status:	Full-Time
FLSA Status:	Non-Exempt
Issue/Reissue Date:	2/9/16

The Honolulu Museum of Art (HoMA) 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 (HoMA) 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: Manages advancement events including but not limited to fundraising events, donor cultivation events, donor appreciation events, membership receptions, membership engagement events, facility rentals and other advancement events and programs as assigned.

Minimum Qualifications:

- College degree with 2 - 4 years in a related position with similar responsibilities or equivalent combination of experience and knowledge.
- Able to work evenings, weekends and holidays as needed.
- Highly organized, with foresight and careful attention to detail.
- Works in a fiscally responsible manner with museum property and budgets. Handles money and sales accurately, prepares financial reports.
- Experience with databases. Ability to do data entry, run reports and present data as required.
- Proactive and creative problem solver and decision maker. Able to mediate between diverse groups of people. Able to embrace new ideas while keeping an eye on museum policies and budget.
- Excellent interpersonal, written and verbal skills. Ability to be inclusive and make volunteers and visitors feel that they are important and welcome at the museum.
- Performs and completes all duties and responsibilities in a courteous and timely manner.
- Respectful of the needs of the museum, the different departments, volunteer groups, members, visitors, community groups and other constituencies.
- Able to work with time pressures and demands of diverse groups of people.
- Excellent computer skills, including the Microsoft Office Suite and knowledge of databases.
- Ability to handle sensitive information confidentially.

Desired Qualifications:

- 2+ year's event planning experience in a non-profit organization.
- 2+ years' experience interfacing positively with high-level donors, sponsors, partners and stakeholders in various project roles.
- Working knowledge of Raiser's Edge fundraising software or Tessitura.

- Experience working with volunteers in a high volume setting.
- Understanding of Honolulu Museum of Art's established identity and dedication to maintaining it.

Essential Duties:

- Manages all logistics for fundraising events, donor cultivation events, donor appreciation events, membership receptions, membership engagement events, facility rentals and other advancement events and programs as assigned.
- Works closely with Director of Events and museum senior management to plan high-impact events designed to strategically and creatively cultivate and steward museum donors and supporters.
- Responsible for key areas of major museum fundraising events (Kama'aina Christmas and August Moon), including but not limited to operational logistics, facility, technical and security requirements, vendor research and management, ticket website development, guest database and registration, and sponsor deliverables.
- Responsible for developing and executing an annual calendar of membership receptions and donor appreciation events.
- Manages annual budget and tracks expenses for cultivation and donor appreciation events.
- Prepares timelines for cultivation and membership events and tracks all deliverables including printing and mailing invitations, other creative materials, donor bios, event schedules, talking points and follow-up materials.
- Manages the production timeline for all event invitations including design, printing and mailing.
- Ensures attendance and donor information is updated in Tessitura following cultivation and membership events.
- Schedule briefing and de-briefing meetings with senior management to for events as assigned
- Seeks to identify new donor prospects through special events including Kama'aina Christmas, August Moon and ARTafterDARK.
- Interfaces with museum trustees, event leadership committees and high-level donors and supporters.
- Manages the Tessitura database for events including training, RSVP and attendance tracking, donor/member event attendance and engagement, and ticketing website and sales.
- Works with internal departments including Operations, Security, Installations, Café, A/V and Curatorial on event requirements and facility maintenance guidelines.
- Coordinates all vendors and contractors hired for events. Negotiates competitive fees, draft contracts, process payments, and ensure vendors meet deliverables in compliance with museum standards and guidelines.
- Maintains vendor list for Events department and makes recommendations for new vendors and entertainers for events.
- Works closely with Development Department to manage all sponsor and donor deliverables as it pertains to assigned events.
- Communicates with internal departments including Advancement, Development, VIC, Communications, Operations, Security and Installations to address any event issues and works to resolve them in a timely manner.
- Works closely with Volunteer Services to recruit and train volunteers for events as needed
- Manages budgets for all assigned events and programs.
- Makes recommendations and plans for continue advancement of the museum events program.

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The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

- Other duties as assigned.

Traits and characteristics:

- Ability to manage the duties of this position without close supervision. Be self-motivated and highly organized to initiate and to complete projects in a timely manner. Works alone, and as a team member, with Events staff and Museum staff to ensure maximum quality operations.
- Exhibits a polished presence, diplomacy, discretion, and a deep respect and understanding of the local community served by the Museum and of the Museum's vision, mission, and values.
- Ability to interface positively with high-level donors, sponsors and stakeholders.
- Possesses good judgment and is able to handle confidential information with discretion.
- Able to think independently while keeping the best interests of the Museum in mind.
- Responds calmly when problems occur and creatively seeks solutions so that events can continue seamlessly.
- Ability to work collaboratively internally with the Events and the Museum and externally with the public.
- Excellent written and verbal communication skills. Excellent leadership and customer service skills with the ability to interact positively with a diverse group of people.
- Excellent organizational skills with the ability to plan practically, to think strategically, and to respond effectively to problems. Excellent time management skills, attention to detail, and the ability to work under pressure, to prioritize, and to delegate effectively.
- A cheerful, calm, positive, and professional attitude.
- Ability to contribute to the advancement of the Events department and the Museum.

Working Conditions and Atmosphere:

Works in a normal office environment as well as moving around the entire museum when checking volunteers and events. Ability to walk on uneven surfaces, climb stairs, stoop, reach with hands and arms, sit at a computer for extended lengths of time, use fingers to manipulate a computer keyboard. Must be able to hear normal conversation in person and on the telephone. Vision requirements are the ability to see near and far, recognize people and see a computer terminal. Ability to push, pull, lift and carry up to 20 pounds. Ability to work some evening and weekend hours.

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