

Nicolaysen Art Museum

Events Coordinator

Open until filled

POSITION TITLE:

Events Coordinator

REPORTS TO:

Executive Director

JOB SUMMARY:

As a member of the Nicolaysen Art Museum team, this position will report to the Executive Director, but will support all departments as assigned. This position will be responsible for facilitating museum rentals and special events in the museum from booking through completion.

This part-time, hourly position requires flexible scheduling, including frequent evening and weekend hours. Flexibility will be given to balance time at the museum with personal time. Pay is based on experience.

ESSENTIAL JOB FUNCTIONS:

- Work in tandem with the staff, co-facilitate and organize rentals, special events and after-hours programming.
- Work with staff to ensure timely deposit for rentals and proper billing for all rented facilities and items. Ensure rental documents are completed and adhered to.
- Directly communicate with renters and event vendors to ensure a smooth rental process.
- Organize rental and event details such as vendor drop-off and pick-up times, decorator set-up and tear-down times, and payment and invoicing details.
- Prepare rental specifics ahead of time including setting up stage, microphone, podium, projectors screens, tables, chairs, etc., as needed.
- Be present at rentals and events to manage the museum's role and/or to provide assistance to the lead organizer. Ability to delegate tasks to other staff members and to enforce rules and regulations to rental/event attendees.
- Locate and attend strategic marketing opportunities to represent the museum as a rental/event venue.
- Coordinate the creation and distribution of marketing collateral such as posters, flyers, signage, etc. to advertise the museum as a rental/event venue.
- Welcome museum visitors and provide an orientation to the facility. Enthusiastically provide visitors information on all museum exhibits, programs, and services.
- Perform receptionist duties and manage incoming inquiries with efficiency, transfer phone calls, respond to email queries and assist visitors.

- Provide customer assistance in the gift shop when needed
- Act as a liaison for tour groups and visitors when they are in the gallery
- Collect, record, and report demographic data on visitors
- Complete sales transactions and handle cash admissions, membership sales, and gift shop sales
- Open and close facility. Complete daily report summaries for admissions and operations
- Light cleaning and general housekeeping as needed
- Assist in setting up and taking down necessary items for rentals and special events
- Cross-support all departments
- Be aware of all safety and disaster response procedures and be prepared to act in an emergency

QUALIFICATIONS:

- Associates degree or higher
- Three years of customer service or retail sales experience preferably as event or catering staff
- Must be able to pass background check(s)
- Possess valid driver's license and reliable transportation
- Willingness to work early morning or late-night shifts
- Physically capable of lifting and moving objects up to 30 pounds
- Ability to work at heights of up to 12 feet
- Ability to work with the public in small group and crowd settings
- Ability to do occasional work outside in both winter and summer seasons
- Ability to work well under minimal supervision with capacity to take direction
- Strong attention to detail
- Functional knowledge of Microsoft Word, Excel and standard office equipment (printer, copier, etc.)
- Experience using cash register and credit card approval machines

How to Apply:

Please submit a cover letter, resume, and three references to Andy Couch, Executive Director at andy@thenic.org. No drop-in inquiries. Open until filled.

The Nicolaysen Art Museum is an Equal Opportunity Employer

The Nicolaysen Art Museum strongly encourages applicants from members of groups underrepresented in careers related to museums and the visual arts.

About the Nicolaysen Art Museum

Vision

To be the cultural anchor for our community.

Mission

Our mission is to collect, preserve, and exhibit the work of contemporary artists and present it to the community as a vital source of inspiration and education.

Values

We believe art is what makes us human. We believe contemporary art inspires important discussion about ourselves and the world in which we all live, building community through a greater understanding and appreciation of each other. We value being a center for creativity, self-expression, and cultural dialogue, making the Nic a place where individuals can become connected to the larger community in which they live and work. We believe in helping everyone understand the role of art in our daily lives by showcasing and celebrating art, art education, and art appreciation opportunities. We believe art stimulates the hearts and minds of everyone who comes in contact with it because creativity is an essential element of a joyful life. We sustain an environment that encourages children, families, and community members to discover art, be creative, and interact with each other through their shared art experience. Guided by these beliefs, the Nic provides every citizen in our community with the opportunity to participate in and experience the arts on a personal basis