



TUCSON MUSEUM *of* ART

AND HISTORIC BLOCK

Events Manager Job Description

MISSION STATEMENT: “Connecting art to life”

WORK SCHEDULE: Hours and days worked may vary to include special events and activities in the evenings and on weekends.

STATUS: Full-time, Non-Exempt

REPORTS TO: Chief Development Officer

SALARY: \$35,000 - \$40,000

Job Description:

The Events Manager reports to the Chief Development Officer, and coordinates all events related to the Tucson Museum of Art.

The Events Manager will serve as main contact, and coordinator for all facility rentals, solicit and expand rental program, including weddings, receptions, parties, corporate evenings, trade shows, etc.

The Events Manager will oversee all aspects of the Liquor License, including tracking inventory, hiring bartenders, compliance, sales, and loss preventions.

Primary Responsibilities:

- Work with the Chief Development Officer, to oversee, and implement all events including: Crush Gala, Artisans Market, Fashion Fete, Crush Party, Leadership Circle events, Volunteer Appreciation Luncheon, exhibition openings and closing parties, etc.
- Works closely with Curator of Community Engagement to create and implement smaller fundraising events.
- Oversee all components of the liquor license: compliance, POS system, loss prevention, security, liability, etc.
- Oversee all components of facility rentals, both external and internal, and work with service providers, and renters to ensure all events are organized, safe, and successful.
- Drafts and executes all facility rental contracts between the Museum, and all outside vendors.
- Expand facility rentals, and solicitation of rental program.
- Coordinates logistics, and facilitation of bi-annual Artisan Market.
- Perform other duties as required.



Minimum Requirements/Knowledge/Skills:

- Bachelor's degree preferred.
- Knowledge of POS system preferred.
- Experience in service/rental contracts preferred.
- Assertive, extremely organized, and detail oriented.
- Ability to handle multiple, diverse tasks simultaneously.
- Supervisory experience required; non-profit experience preferred.
- Customer service experience, with an eye for excellence and customer fulfillment.
- Analytical, organizational, and time management abilities.
- Articulate -- both verbally and in writing.
- Can lift up to 20 lbs.
- Must have a viable driver's license.
- Must have personal vehicle.
- Self-motivated, positive, and enthusiastic attitude.
- Excellent interpersonal skills with the ability to develop and maintain effective working relationships with staff, museum members, volunteers, donors, vendors, facility renters, and the public.

Details:

Organization: Tucson Museum of Art

Location: Downtown, Tucson, AZ

Deadline: Immediate – Open until Filled

How to Apply: Qualified candidates wishing to be considered for this position may submit their application materials, including resume, cover letter and three writing samples, via email to:

Events@TucsonMuseumofArt.org