

## **Full-Time Temporary Special Events Manager Job Description**

**Position:** Full-Time Temporary Special Events Manager

**Responsible to:** Director of Development

**Location:** Montclair Art Museum

**Looking for an experienced event planner to oversee a Gala fundraiser while our staff member is on maternity leave. This is a 2 -3 month temporary position. Non-Profit fundraising experience preferred.**

**Summary:** The **Special Events Manager** is an integral part of the Museum's Development Department. This position is responsible for managing all aspects of the Montclair Art Museum's key special events including fundraising galas and cultivation events.

### **Responsibilities:**

- In collaboration with trustees, the Museum Director, the Development Director and volunteer committees, guide, coordinate, schedule, plan and support all special event activities for the Development Department.
- **Gala Budget and Accounting:** Oversee the annual and specific event budgets. Handles gala related income and expenses. Ensure the budget is kept up-to-date and that everyone involved works within the parameters of their specific budget. Prepares purchase orders, vendor payments, and tracks admission sales and tickets.
- **Gala Corporate Sponsorships:** In conjunction with the Development Director and Manager of Institutional Giving, works with all corporate sponsors to secure sponsorships and ensure that all of their corporate benefits have been met.
- **Gala Marketing/Publicity:** Works with MAM's Marketing Department to help publicize the event to the widest audience possible.
- **Museum Rentals:** Works with MAM's Operations Department to market MAM as a special event venue to outside corporations, individuals and organizations. In addition, works with Facilities Manager to coordinate the events.
- Act as liaison with the Operations Department and vendors in relation to the Development Department's special events.
- Oversee the development and preparation of all special event mailings.
- Prepares master setup sheet and timeline.

- Works with Volunteer Coordinator to assign and supervise event volunteers.
- Supervise Development Assistant on event related matters.
- Oversee tracking and acknowledgement of all gifts and pledges.
- Fulfill requests for event information.
- Oversee event journal advertisements as needed.

**Qualifications:**

- A Bachelors degree and 2 – 3 years related project management experience or the equivalent in education and experience required.
- Self-starter with extraordinary organizational skills; the ability to prioritize with attention to detail.
- Must be high energy with the stamina necessary to oversee a busy event calendar with accuracy under pressure.
- Excellent verbal and written communication skills, including the ability to compose, edit, and proof correspondence and documents required.
- Excellent computer skills, including the Microsoft Office Suite. Knowledge of Raiser’s Edge preferred.
- Interest in museums and non-profit fund-raising and administration.
- Scheduling flexibility.
- Sense of humor and grace under pressure.

Please send resume and cover letter to Emily Washington at [ewashington@montclairartmuseum.org](mailto:ewashington@montclairartmuseum.org) or mail to Emily Washington, Assistant to Director, 3 S. Mountain Ave., Montclair, NJ 07042.