

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

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| JOB TITLE: | Events Manager | DIRECT SUPPORTS: | Assistant Director of Philanthropy |
| DEPARTMENT: | Events | DIRECTLY SUPPORTS: | Event Support Staff and Event Bartending Staff |
| CLASSIFICATION: | Salaried, regular full-time, exempt | SALARY RANGE: | \$48,900 +DOE |

JOB SUMMARY

The Events Manager is responsible for event rental sales and client management, event bar program management, administration, certain fundraising initiatives, and marketing and promotion of private events at the High Desert Museum. They oversee a team of on-call support and bartending staff and schedule them for events whenever appropriate. They serve as the primary contact for private event clients and coordinate with museum staff to plan, deliver, and promote mission-based event experiences at the museum. In addition to serving external clients, the Events Manager assists museum staff with internal event administration and coordination.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

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| 40% | <p>Event Sales and Client Management</p> <ul style="list-style-type: none"> • <i>Serve as primary contact for Museum private event inquiries, providing information and the highest-level customer service in a timely and pleasant manner</i> • <i>Manages client pipeline to include inquiry, estimate, contract, pre-event planning, post-event closing, and follow-up processes.</i> • <i>Keep bar program up-to-date and ensure execution on the day of the event</i> • <i>Develop and manage follow-up processes after events, including thanking clients</i> • <i>Ensure clients, Event staff, and vendors are aware of the essential need to respect the Museum facilities, exhibits, collections, staff, and wildlife</i> |
| 30% | <p>Event Administration</p> <ul style="list-style-type: none"> • <i>Manage on-call support and bartending staff</i> • <i>Negotiate and draft contracts in collaboration with Executive Director and/or Chief Financial Officer to secure deposits for all rentals and oversee invoicing and collection of fees from clients with assistance from the Accounting Department</i> • <i>Plan and coordinate Museum internal events, including member openings, programs, lectures and other workday or after-hour events</i> • <i>Serve as “master scheduler” for all Museum rental spaces and coordinate scheduling with internal Museum staff</i> • <i>Coordinate set-up and logistics with caterers, musicians, equipment vendors and other third-party contractors as necessary</i> • <i>Keep monthly inventory of event beverages</i> • <i>Vendor relations, including finding new vendors for Museum events that align with the Museum’s mission</i> |
| 15% | <p>Fundraising</p> <ul style="list-style-type: none"> • <i>Plan and execute High Desert Rendezvous along with the Assistant Director of Philanthropy and the Development Team</i> • <i>Work with Development Manager to secure potential corporate partners to benefit Museum initiatives</i> |

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| 10% | <p>Event Marketing and Promotion</p> <ul style="list-style-type: none"> • <i>Promote and market the Museum’s event rental opportunities to meet annual budget goals and to cultivate new visitors to the Museum, including appropriate industry meetings and activities around Central Oregon, with the possibility of extending to the Eugene and/or Portland areas</i> • <i>Develop and maintain strong relationships with event related businesses and individuals in Central Oregon</i> • <i>Work with HDM Communications department to identify and develop Event marketing plan including advertising, social media, print media, etc.</i> |
| 5% | <p>Additional Duties</p> <ul style="list-style-type: none"> • <i>Contribute to and support the Museum’s DEAI initiatives</i> • <i>Contribute to and support the Museum’s AZA Accreditation</i> • <i>Assist with museum-wide events, such as Free Days, High Desert Rendezvous, etc.</i> • <i>Other duties as assigned</i> |

QUALIFICATIONS

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| EDUCATION/ CERTIFICATIONS | <ul style="list-style-type: none"> • High school diploma or GED • Bachelor’s degree is preferred • Food Handler’s Certification • OLCC licensed |
| EXPERIENCE | <ul style="list-style-type: none"> • Minimum of three years of experience in comparable position required, with preferred background in food & beverage industry, event planning and/or sales • Strong event sales experience or within sales industry where developing relationships with clients is required • Minimum of one year bar management experience highly preferred |
| SKILLS/ ABILITIES | <ul style="list-style-type: none"> • Proficiency in Microsoft Office, Excel, Word, and Publisher and other common event management software • Strong verbal and written communication skills • Creative, imaginative, and innovative • Project-management, organizational, and prioritizing skills; problem-solving and attention to detail • Ability to provide the highest-level customer service to co-workers, clients, vendors, and other third parties, including the ability to deal with time-sensitive and sometimes demanding situations • Demonstrated high energy level and flexibility, pleasant persona coupled with sound judgment; and the ability to maintain confidentiality • Flexibility to work evenings and weekends • Ability to manage multiple projects and priorities and work well in a team environment • Knowledge of food handling and OLCC rules and regulations • Knowledge of basic cocktail ingredients and recipes |
| PHYSICAL ELEMENTS | <ul style="list-style-type: none"> • This position involves extended periods of seated or standing desk work • Includes the need to give extended tours of the museum facilities and property to prospective clients • Ability to lift up to 50 lbs. |
| EQUIPMENT USE | <ul style="list-style-type: none"> • Frequent computer and phone use • Familiarity with POS systems, such as Shopify, Clover, Square, Toast, etc. |

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name

Signature

Date