

## **The Menil Collection Employment Opportunity**

<b>Title:</b>	<b>Member Events Coordinator</b>
<b>Department:</b>	Advancement
<b>Reports to:</b>	Director of Special Events
<b>Status:</b>	Full-time, exempt from overtime
<b>Work location:</b>	Onsite
<b>Annual salary:</b>	<b>\$ 47,000 - 53,000</b>

### **General Responsibilities**

In collaboration with the Menil's Events and Membership teams, the Member Events Coordinator executes membership events, provides administrative support for Menil Society, Menil Contemporaries, and General Membership events, and assists the Special Events team with corporate and special events.

### **Specific Duties**

1. Develop a detailed timeline and complete understanding of the requirements for each membership event and coordinate with other departments (Advancement, Communications, Curatorial, Conservation, and Facilities) for smooth, efficient, and on-brand event execution.
2. Collaborate closely with the Advancement and Development Services teams to create invitation lists. Manage each event's guest list review process.
3. Maintain files, records, and Raiser's Edge database to track details/RSVPs.
4. Work with the Senior Graphic Designer and printer to produce invitations and other printed collateral.
5. Coordinate the preparation and mailing of invitations and letters by hard and electronic copy.
6. Establish and maintain relationships with external vendors. Help make vendor selections specific to each event based on their creativity, quality, and cost.
7. Coordinate with external vendors on logistics, clear communication, and expectations. Provide on-site execution to ensure events run smoothly.
8. Monitor event budgets, process purchase orders for event expenditures, and track and report event expenditures.
9. Assist with sourcing, purchasing, and picking up supplies for use at Menil Collection special events.
10. Manage and assist with check-in at events.
11. Responsible for maintaining comprehensive event files and post-event records.
12. Create and maintain the Menil's internal events list for circulation across departments.
13. Respond to telephone and email requests from members and the public.

### **Qualifications**

1. Bachelor's degree.
2. Experience in event planning or event coordination. A proven track record of creative, successful events.

3. Proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook) and database experience. Experience with Raiser's Edge is highly desirable.
4. Excellent administrative and organizational skills, close attention to detail, and a proven ability to manage multiple tasks simultaneously while meeting deadlines in a busy environment.
5. Effective written and verbal communication skills are required.
6. Creativity and entrepreneurial spirit, with a demonstrated commitment to outstanding customer service.
7. Strong interpersonal and relationship management skills, positive attitude, and sense of humor, with a commitment to confidentiality and ethical behavior.
8. Team-oriented and able to collaborate across departments.
9. Willingness to work a flexible schedule, including evenings and weekends, as required for events.

### **Benefits**

The Menil provides a competitive salary and benefits package that includes medical and dental insurance (PPO), life insurance, AD&D, and LTD coverage. Employees can participate in the 401(k) plan upon hire and receive an employer contribution equivalent to 5% of wages (3% Safe Harbor and 2% Profit Sharing) earned after one year.

We also offer vacation and sick pay and observe thirteen paid holidays yearly.

### **How to Apply**

For immediate consideration, please email your resume and cover letter to [hr@menil.org](mailto:hr@menil.org).

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.