

**The Menil Collection
Employment Opportunity**

Title: *Special Events Assistant*

Department: Advancement

Reports to: Manager of Special Events

Salary Range: \$38-40,000/Annual

General Responsibilities

The Special Events Assistant provides administrative support to the Special Events team in planning and implementing events related to special exhibitions, Advancement Department initiatives, membership, the Corporate Partners Program, and other outside events as they arise.

Specific Duties

1. Work with members of the Advancement Department to create invitation lists.
2. Use Raiser's Edge database to track RSVPs for events and generate RSVP lists.
3. Coordinate the preparation and mailing of invitations and letters by hard copy and electronic copy.
4. Respond to telephone and email requests from members and the public.
5. Assist in sourcing, purchasing, and picking up supplies for use at Menil Collection special events.
6. Provide on-site support at events to ensure events run smoothly.
7. Assist with check-in at VIP events.
8. Maintain event files and post-event records.
9. Coordinate meetings, including preparation and prompt follow-up.
10. Create and maintain the museum's internal events list for circulation across departments.
11. Prepare expense reports for the Special Events team.
12. Provide backup support when supervisors are out of the office.

Qualifications

1. Bachelor's degree required; at least two years experience working in Special Events preferred.
2. Proficiency in Microsoft Office applications required; experience working with Raiser's Edge or other database software, highly desired.
3. Professional, meticulous attention to detail, strong organization, planning, and time management skills.
4. Must be a team player who can work cooperatively with others, but is also able to work independently and is self-motivated.
5. Ability to adhere to deadlines and follow-up promptly with requests.
6. Ability to work successfully in a fast-paced environment while managing multiple tasks simultaneously.
7. Must have a professional appearance and demeanor, with impeccable phone etiquette and social skills.

8. Must be available to attend weekend and evening events, as needed.

How to Apply

For immediate consideration, please email your resume and cover letter to hr@menil.org
You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

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.