

**The Menil Collection
Employment Opportunity**

Title: *Special Events Assistant*

Department: Advancement Department

Reports to: Director of Special Events

Status: Full-time; exempt from overtime

Salary Range: \$43,000 - \$45,000/annually

General Responsibilities

In collaboration with the events and membership team, the Special Events Assistant supports and executes membership events, including General Membership, Menil Society, and Menil Contemporaries events, and assists the special events team with corporate and special events.

Specific Duties

1. Collaborate closely with members of the Advancement Department and development services team to create invitation lists.
2. Maintain files, records, and Raiser's Edge database to track events, including RSVPs.
3. Work with the Menil's Graphic Designer and printer to produce invitations and other printed collateral.
4. Coordinate the preparation and mailing of invitations and letters by hard copy and electronic copy.
5. Monitor event budgets, process purchase orders, and track and report event expenditures.
6. Develop a timeline for events and coordinate with other departments, as needed, for successful event execution.
7. Assist in sourcing, purchasing, and gathering supplies for use at Menil Collection special events.
8. Coordinate with external vendors on logistics and provide on-site execution to ensure events run smoothly.
9. Establish and maintain relationships with vendors.
10. Assist with check-in at events.
11. Maintain impeccable event files and post-event records.
12. Create and maintain the museum'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 in event planning/management or hospitality program preferred, with some prior event or catering experience.
2. At least two years of experience in event planning in a fast-paced corporate or non-profit setting.
3. Exceptional written and verbal communication skills to liaise with all levels of management and staff.

4. Proven ability to take projects from inception to completion.
5. Must be a resourceful problem-solver with excellent decision-making skills and a high level of discretion regarding sensitive or confidential information.
6. Must be proficient in all Microsoft Office programs. Database experience helpful, preferably Raiser's Edge.
7. Excellent administrative and organizational skills, with close attention to detail and a proven ability to manage multiple tasks simultaneously while meeting deadlines in a busy environment.
8. Superior written and verbal communication skills are necessary.
9. Creative and entrepreneurial spirit, with a demonstrated commitment to providing outstanding customer service.
10. Strong interpersonal and relationship management skills, a positive attitude, and a sense of humor.
11. Team-orientated and able to collaborate across departments.
12. Ability to work a flexible schedule, including evenings and weekends, as required for events.

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

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.