

Position Available

Title:	Special Events Coordinator
Reports To:	Assistant Director, Hospitality, Special Events
Pay Type:	Full-Time, Regular, Non-Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability, Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Visitor Center, a non-smoking facility

Summary:

The Special Events Coordinator (SEC) will support all aspects of MFAH's Special Events department related to event planning and execution and related activities. The SEC will professionally plan, implement, and assist with a wide range of special events. The SEC is a friendly and patient individual with a "can do attitude," possessing exceptional organization and communication skills combined with the ability to multitask and project manage the details.

The SEC should be self-motivated, willing to work both indoors and outdoors, and not be afraid to get their hands dirty, yet able to conduct a variety of activities during a work day which will rarely be described as "normal".

This position requires entry and oversight of detailed record keeping and maintaining meticulous files; must have previous (successful) experience in fast-paced, demanding environment where accuracy, attention to detail, and responsiveness was achieved.

While successful execution of events is extremely important, the number one priority of all Special Events Department personnel is the safety and protection of the art. The SEC is also responsible for overseeing all contractors while setting up for an event in galleries, during service for the event, and while removing equipment following events.

Events and duties are assigned under the supervision of the Head of Hospitality. This schedule includes internal events by department and location (Main Campus, Bayou Bend, Rienzi, Glassell School) and external events.

Internal Events:

- Works with various museum departments in scheduling, planning, executing, and billing of routine museum events as directed by the head of the department
- Coordinates routine and special events for the Administration, Curatorial, Education, Development, Marketing & Communications, and Membership departments, as well as for the Glassell Junior School, Glassell Studio School, Bayou Bend, and Rienzi
- Responsible for all logistics relating to internal events such as ordering food and supplies, set-up, service, and clean up for routine daytime museum meetings (museum director's luncheons, select committee and sub-committee luncheons, etc.)
- Coordinates refreshment service of routine museum programs
- Assists the head of the department in planning and executing annual museum fund raising events

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External Events:

- Responds to inquiries about entertaining at museum facilities
- Communicates external event information for listing on the Management Schedule (Master Calendar)
- Plans, executes, and invoices select external events from initial contact, through proposal and contract preparation, to post-event billing, under the supervision of the head of the department
- Coordinates with all event service providers contracted by client / host to ensure compliance with museum policies and restrictions

General Duties:

- Schedules museum on call and contract staff for events, as needed.
- Requests and retrieves Texas Alcoholic Beverage Commission (TABC) Caterer's Permits for all events from the local TABC office
- Assists with updating the monthly list of events requiring valet services and/or HPD
- Communicates complete event details, in advance, to other museum departments (Administration, Buildings & Grounds, Education, Guest Services, Security, etc.) by means of Event Specification Sheet
- Prepares departmental forms for each event: Food / Beverage Consumption Report, AOTS / TABC Worksheet
- Prepares an Event Billing Form for each event, providing comprehensive information to the Operations Manager, Special Events in order to bill for the event
- Assists the Operations Manager, Special Events in completing purchase orders, billing for events, and other clerical and general office duties, as assigned by the head of the department
- Maintains liquor inventory and orders all alcoholic beverages and related supplies, as needed
- Assists the Operations Manager, Special Events with the quarterly liquor inventory for Accounting
- Assists with the general order of Special Events storeroom, including the retrieval of delivered supplies
- Assists with general housekeeping duties to maintain Special Events equipment

Skills, Knowledge and Abilities:

- Exceptional organizational skills, with a keen attention to detail, blended with the ability to work independently, with minimal supervision and as an integral part of a team!
- Must be able to communicate with all levels of museum personnel, as well as external event clients and their guests
- Strong clerical and accounting skills required, with a working knowledge of Microsoft Office products (Word, Outlook, Excel)
- Ability to plan and comfortably and professionally supervise the work of contractors, staff and vendors.
- Ability to work on multiple tasks concurrently
- Action oriented to take thoughtful initiative when needed.
- TABC certified preferred
- Must be team oriented with a strong amount understanding and flexibility.

Education and Experience:

- Bachelor's degree in related field **preferred** OR an equivalent combination of experience and education from which comparable and demonstrable knowledge, skills and abilities have been achieved.
- Minimum three years experience in event planning, catering or hospitality service industry

How to Apply:

Send resume to Human Resources, Job 20-004HOS, P.O. Box 6826, Houston TX 77265-6826;

Fax 713-639-7597 or email: jobs@mfa.org or apply at <http://mfa.org/about/careers>

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