



Event Coordinator

Department: Development
Reports To: Director of Corporate Partnership
FLSA Status: Part Time, Non-Exempt

The Dallas Holocaust and Human Rights Museum's Event Coordinator position plays a key role in facilitating third-party rentals and assisting in an array of tasks that support the planning and executing of events at the Museum.

We are looking for a hard-working individual that is effective at multitasking and willing and able to grow long-term with the Museum. The Event Coordinator will need to quickly immerse themselves in the Museum's history, mission, and exhibitions to knowledgeably discuss our offerings to potential third-party event clients. The position interfaces directly with the public and must always be professional and presentable. This position reports directly to the Director of Corporate Partnerships and will work closely with the Museum's exclusive caterer.

Job Duties:

- Coordinate event needs and serve as liaison with third-party facility rental clients, vendors, contractors, and Museum staff. The Museum has an exclusive caterer and parking garage operator.
- Provide clerical support for third-party facility rentals and help maintain operational details, client management, and technical / logistical requirements.
- Act as on-site event manager when appropriate.
- Submit work orders through PropertyTrak for a/v and facility-related needs.
- Manage and submit docent and volunteer requests, along with communicating volunteer roles and tasks.
- Vet client's requested dates for approval and schedule.
- Prepare contracts for third-party rental events.
- Conduct site-visit for third-party clients.
- Manage third-party event internal calendar invitations and team reminders.
- Work with the Museum's Marketing team on coordinating digital signage requests, supplying appropriate promotional Museum materials, and identifying opportunities to highlight third-party events on social media.
- Prepare pre- and post-event communications for client as needed.
- Track and provide reports on revenue and attendance.
- Assist the Museum's Advancement Team with special donor events, including coordinating pre-event and day-of logistics and working registration, as needed.

Job Requirements:

- BA/BS preferred; Minimum two years of industry related work experience and customer service experience.
- Exhibit high level of customer service.
- Strong written and oral communication skills.

- Knowledge of PatronManager or Salesforce CRM database systems preferred.
- Proficient in Excel, Word, and PowerPoint.
- Superior organizational skills, the ability to adapt to a fast-paced environment, and the ability to reprioritize tasks as needed.
- Commitment to confidentiality and exercise of discrete behavior when handling sensitive and confidential matters.
- Able to work well with team members across different departments.
- Excellent judgement and decision-making abilities.
- Must be able to work some evenings and weekends.
- Physical requirements: Standing and walking for prolonged periods, ability to lift up to 40 pounds.

Competencies:

1. Judgment/Decision Making
2. Communication – Oral and Written
3. Organization/Planning
4. Business Literacy
5. Customer Focus
6. Integrity
7. Initiative
8. Collaboration/Teamwork

The Dallas Holocaust Museum and Human Rights Museum is an equal opportunity employer, we value and strongly encourage a diverse environment.

If interested, please submit your resume and cover letter to resume@dhhrm.org