

DALLAS _____
HOLOCAUST AND
HUMAN RIGHTS

MUSEUM

Event Coordinator

Department: Development

Reports To: Director of Corporate Partnerships

FLSA Status: Full Time or Part Time, Non-Exempt

The Dallas Holocaust and Human Rights Museum is available for third-party private or social events. The 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 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. This position reports directly to the Director of Corporate Partnerships and will work closely with the Museum's Development Department and 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.
- Act as on-site event manager when appropriate and be present onsite during the event, from set up to tear down, addressing any potential problems that may arise.
- Provide administrative support for third-party facility rentals and help maintain operational details, client management, and technical / logistical requirements.
- Understand and stay updated about Museum guidelines regarding use of the facilities, guest safety; ensure third-party vendor compliance with these venue guidelines.
- Coordinate with other Museum departments, e.g. audio/visual services, building maintenance, security, and janitorial, to ensure client and vendor needs are addressed.
- Submit work orders for audio/visual and facility-related needs, requests for docents and volunteers, and manage communicating roles and tasks.
- Vet client's requested dates for approval and schedule and manage third-party event internal calendar invitations and team reminders.
- Prepare contracts for third-party rental events.
- Conduct site-visit for third-party clients.
- Work with the Museum's External Affairs Department on coordinating digital signage requests, supplying appropriate promotional Museum materials, and identifying opportunities to increase awareness of third-party rentals at the Museum.
- Prepare pre- and post-event communications for client as needed.
- Input third-party event details in Museum database and track and provide reports on revenue and attendance.
- Assist the Museum's Development Department 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 experience in event planning or event coordination.
- Exhibit high level of customer service.
- Superior organizational skills, the ability to adapt to a fast-paced environment, remain calm under pressure, and reprioritize tasks as needed.
- Strong communication skills, especially email correspondence.
- Knowledge of PatronManager or Salesforce CRM database systems preferred.
- Proficient in Outlook, Excel, Word, and PowerPoint.
- 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.

Working Environment

Majority of working hours to be spent in the office for event management duties and administrative tasks, with occasional remote option. Most rental events take place weekday evenings, with events occasionally during weekday daytime hours and on weekends. The duration of an event varies from 4 to 10 hours. Requires extended periods of walking and standing and the ability to lift up to 40 pounds.

Competencies:

- Judgment/Decision Making
- Communication – Oral and Written
- Organization/Planning
- Business Literacy
- Customer Focus
- Integrity
- Initiative
- 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