

DALLAS _____
HOLOCAUST AND
HUMAN RIGHTS

MUSEUM

Event Coordinator

Department: Development

Reports To: Director of Corporate Partnerships

FLSA Status: Full Time, Non-Exempt

The Dallas Holocaust and Human Rights Museum hosts a variety of events that support its mission, including external facility rentals, donor stewardship events, member programs, and fundraisers. The Event Coordinator plays a key role in planning, coordinating, and executing these events while ensuring an exceptional experience for clients, donors, members, sponsors, and guests.

We are seeking a highly organized and service-oriented professional who thrives in a fast-paced environment and manages multiple priorities effectively. The Event Coordinator will quickly become knowledgeable about the Museum's mission, exhibitions, programs, and event offerings to serve as an informed ambassador. This position interacts regularly with the public, key stakeholders, vendors, and community partners and must consistently demonstrate professionalism, attention to detail, sound judgment, and exceptional customer service.

The position reports to the Director of Corporate Partnerships and works closely with the Development, Facilities, Visitor Experience, and Marketing teams, as well as the Museum's exclusive caterer and other vendors.

Job Duties:

External Facility Rentals

- Serve as the primary liaison for third-party facility rental clients, coordinating communications and event requirements with clients, vendors, and Museum staff.
- Coordinate event logistics and operational requirements, including submitting and managing work orders for audiovisual services, facilities, custodial, and parking, as well as requesting staffing, security, docent, and other event support needs.
- Conduct site visits and tours for prospective rental clients and assist with preparing related event documentation.
- Vet requested event dates and schedule through the Museum's internal calendar system.
- Coordinate the internal approval process for prospective rental events by collecting relevant client, event, and sponsor information and submitting materials to Museum leadership for review and approval.
- Serve as on-site event manager, overseeing event setup, execution, and teardown, and resolving operational issues as they arise.
- Ensure compliance with Museum policies, facility guidelines, safety procedures, and vendor requirements.
- Prepare client communications, maintain event records within the Museum database, and track attendance, revenue, and related metrics.
- Identify opportunities to increase awareness and utilization of Museum event spaces.

Development & Stewardship Events

- Assist the Development Department in planning and executing donor cultivation, stewardship, membership, and fundraising events.
- Coordinate event logistics, including invitations, registration, guest lists, catering, audiovisual needs, staff and volunteer support, parking, vendor management, and event materials.
- Manage RSVP tracking and registration processes, ensuring accurate attendance records and timely guest communications.
- Serve as on-site event manager when appropriate, overseeing event setup, execution, and teardown, and resolving operational issues as they arise.
- Coordinate post-event stewardship activities, including attendance reporting, thank-you correspondence, and follow-up actions.
- Assist with event budgets, expense tracking, invoice processing, reconciliation, and reporting as assigned.
- Support donors, sponsors, and key stakeholders before, during, and after events to help create exceptional guest experiences.
- Maintain event records, timelines, floor plans, and other logistical materials for assigned events.
- Support additional Museum programs, events, and special projects.

Job Requirements:

- Bachelor's degree preferred; minimum of two years of experience in event planning or event coordination.
- Demonstrated commitment to exceptional customer service and relationship management.
- Outstanding organizational and project management skills, with the ability to manage multiple priorities, meet deadlines, and adapt in a fast-paced environment.
- Excellent written and verbal communication skills, with the ability to collaborate effectively across departments and with external stakeholders.
- Sound judgment, professionalism, discretion, and the ability to handle sensitive and confidential information.
- Strong attention to detail and ability to anticipate and solve problems proactively.
- Interest in working in a museum or nonprofit environment and supporting the Museum's mission.
- Experience with Salesforce, PatronManager, or other CRM/database systems preferred.
- Proficiency in Microsoft Office, including Outlook, Excel, Word, and PowerPoint.

Working Environment

Majority of working hours to be spent in the office supporting event planning, coordination, and administrative responsibilities, with occasional remote work opportunities. This position requires attendance at Museum events and facility rentals, which frequently occur on weekday evenings and may occasionally take place during daytime hours or on weekends. Event shifts may range from 4 to 10 hours. The position requires extended periods of walking and standing, and the ability to lift and transport materials weighing up to 40 pounds.

Competencies:

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

Dallas Holocaust and Human Rights Museum Core Values

Respect: We treat everyone with dignity and respect.

Empathy: We understand that people have varied experiences of struggle and triumph and we treat everyone with compassion.

Inclusivity: We value people's differences and strive to make the Museum accessible to all.

Excellence: We work to perform at the highest possible level in everything we do.

Integrity: We act ethically and transparently.

Courage: We are Upstanders.

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

Applicants, please send your cover letter and resume to resume@dhhrm.org.