



**MONTCLAIR ART MUSEUM**

3 South Mountain Ave.  
Montclair, NJ 07042  
973-746-5555  
montclairartmuseum.org

**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Fall Event Manager</b>
<b>DEPARTMENT:</b>	Development
<b>SUPERVISOR:</b>	Director of Development, Assistant Director of Special Events
<b>DIRECT REPORTS:</b>	None
<b>LAST REVISION DATE:</b>	April 2021

The Montclair Art Museum is seeking a part-time Fall Event Manager to serve as manager and producer of an all-day event at the Museum to be held on Saturday, September 18, 2021. This exciting freelance opportunity with one of the leading arts organizations in northern New Jersey will begin in June 2021 and end in September 2021.

**RESPONSIBILITIES:**

The Event Manager will fulfill and improve upon an event developed by a staff committee. The person in this position will execute plans, coordinate with MAM staff as needed, schedule and attend committee meetings, and report to MAM’s Development Department. The Event Manager must be able to use an entrepreneurial and results-oriented approach to lead and drive the production of a high-quality signature event that will be free for the general public and have high visibility for MAM.

This person must bring to the position creativity, maturity, professionalism, and highly developed diplomatic skills. To be successful, they must be able to integrate Museum goals and strategies into event planning, manage logistics and details with ease, and bring exceptional interpersonal skills to meet the needs of an influential and diverse audience. This position will be an integral part of the Museum’s fast-paced, and public-facing activities.

**Event planning:**

- Coordinate, schedule, plan, and lead the fulfillment of a Fall Event in collaboration with a committee of staff from all MAM departments, including the Director of Development, Assistant Director of Special Events, and the Executive Director.
- Strong, clear communication with MAM Staff.
- This event will include the managing and enlisting of volunteers.
- Help with the identification and selection of speakers, vendors, entertainment, and VIPs; collaborate internally and externally to coordinate their participation in the program.
- Oversee all aspects of the event.

- Help to communicate with and enlist prospects and manage community sponsors to host a series of information tables at the event.
- Along with the Assistant Director of Special Events, identify and secure sponsorship prospects and ensure that all corporate benefits are been met on time.
- In collaboration with Development and Marketing, help to oversee that all promotions include sponsors and relevant information.

**Budget and Accounting:** Oversee and adhere to a pre-approved budget for this event. Changes can be made as needed with the approval of the Director of Development. Handle and track all event-related income and expenses. Ensure the budget is kept up-to-date and that expense budgets are followed. Prepare purchase orders, vendor payments.

**Vendor Management:**

- Book and handle all vendors and negotiate contracts as needed, all with the approval of supervisors.
- Maintain excellent communication and relationships with event vendors.

**Marketing/Publicity:** Work with MAM's Marketing department to collaborate and maintain accurate information on all event materials, including event save the dates, invitations, rack cards, e-blasts, and programs to help publicize the events to the widest audience possible

- Collaborate on design concepts on the development of all event printed materials.
- Work with Membership staff to promote Membership Benefits to event attendees.
- Work with Education Department to help to promote classes and programs.
- Act as liaison with Facilities, Education, Curatorial, and vendors
- Prepare master setup sheets and timelines in advance event.
- Work with Volunteer Coordinator to assign and supervise event volunteers.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Work Experience:** Bachelor's degree and 3-4 years related special events and development or project management experience required.

**Skills and Abilities:** Self-starter with extraordinary organizational skills; the ability to prioritize with great attention to detail. Must be high energy with the stamina necessary to oversee a busy event calendar with accuracy. Excellent verbal and written communication skills, including the ability to compose, edit, and proof correspondence and documents. Excellent computer skills, including the Microsoft Office suite. Bilingual in English/Spanish is a plus. Interest in museums and nonprofit administration helpful. The job requires evening hours to oversee the event. Sense of humor and grace under pressure.

**HOURS/BENEFITS:** Part-time, temporary position runs June-September; evenings and weekends, as needed; hours to be agreed upon with supervisor; no benefits. Agreed upon honorarium, paid in four installments.

## **WORKING CONDITIONS:**

**Physical demands:** occasional long work week leading up to the event; sitting, walking, standing, climbing stairs, hearing, lifting no more than 5–10 lbs.

**Applications** Please submit a cover letter and resume with a list of references to [developmentpositions@montclairartmuseum.org](mailto:developmentpositions@montclairartmuseum.org). No phone calls please.

*The Montclair Art Museum, as a community-centered institution, is unequivocal in our stance against racism and injustice in all of its forms. MAM strives to maintain an environment that fosters productivity, creativity, and individual satisfaction by celebrating the many diverse traits of our community, which includes but is not limited to race, gender, nationality, age, religion, sexual orientation, and physical abilities. We see the arts as playing a critical role as a medium of observation, insight, education, articulation, and advocacy and seek to provide a platform for facing tough issues in our society as expressed through art. We seek candidates who combine a commitment to excellence in their field with a passion for this role for the arts and have creative ideas on how our exhibitions and programs can serve as an agent for societal change.*