

Position Posting: Special Events Coordinator

Status: Full Time; Hourly (Non-Exempt)

Work Schedule: Variable based on Events Schedule, including weekends and evenings

Date: July 15, 2021

The Grand Rapids Art Museum is searching for a Special Events Coordinator to join our very active Special Events Team. As our Coordinator, you will assist with various types of museum events and engagements contracted by either an internal department, community organization or individual. You will collaborate GRAM team members, contractors, and clients on detailed specifications for each event as well as act as an on-site GRAM representative and leader during the specific event engagement.

Essential responsibilities for the position include but are not limited to the following:

- Work closely with all stakeholders in the planning and communicating of final specifications with the client and GRAM in executing events.
- Prepare and maintain overall timelines and layouts for event as assigned, as well as communicate details with vendors regarding event-related logistics and delivery schedules.
- Identify and secure onsite staff resources to assist in the execution of special events; assist with the set-up and tear-down of events.
- Attend and lead onsite events, acting as the lead GRAM representative during events.
- Act as back up to Special Events Manager and respond to client inquiries as needed, including responding to telephone inquiries and conducting tours of the facility.
- Assist Special Events Manager in selecting and evaluating the Special Events Staff pool as well as training all Special Events Staff on GRAM policies and procedures and event responsibilities.

Our Special Events Coordinator must have excellent written and verbal communication and organizational skills along with the ability to collaborate and interact with a variety of people. Other skills and qualifications are as follows:

- Minimum of 2 – 3 years of experience coordinating meetings or events with knowledge of contract management and execution of contract details.
- Possess a high level of customer service and relationship skills as well as have the demonstrated ability to lead a team.
- Ability to work independently with strong self-motivation and attention to detail.
- Working knowledge of Microsoft Office/Office 365

Please submit a resume to careers@artmuseumgr.org

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