

## Special Events Associate

**Department:** Development

**Budget Cost Center:** Development

**Reports to:** Manager, Special Events

**Classification:** Exempt

**Job Type:** Professional

### JOB DESCRIPTION

The Studio Museum in Harlem is the nexus for artists of African descent locally, nationally and internationally and for work that has been inspired and influenced by black culture. It is a site for the dynamic exchange of ideas about art and society. The Studio Museum in Harlem was founded in 1968 by a diverse group of artists, community activists and philanthropists who envisioned a new kind of museum that not only displays artwork but also supports artists and arts education. In celebration of its 50th anniversary in 2018, the Museum has bolstered its programming and fundraising to honor the occasion and is actively working on the institution's vital next chapter, which includes utilizing community spaces and resources through the *inHarlem* initiative, as the Studio Museum awaits its new home being built on its current site.

The successful candidate will be a consummate event administrator who will execute the Museum's two high-profile and highly regarded annual fundraisers which raise approximately \$2.5 million each year and are managed in-house. In addition, the role will support multiple and varied Institutional Advancement cultivation and stewardship events, onsite and off, as well as space rentals and internal leadership meetings.

### RESPONSIBILITIES:

The Special Events Associate manages all aspects of the Studio Museum's Fall Gala and Spring Luncheon events and also supports Development with major gift and campaign cultivation events. They handle all administrative event activities, list production, and guest relations for the Gala and Luncheon. They report directly to the Special Events Manager and occasionally support the Deputy Director of Institutional Advancement, Campaign Manager, and Major Gifts Officer for various Development events.

- Coordinate annual special events, including the Fall Gala and the Spring Luncheon and other fundraising events as determined by Museum leadership; Support the Special Events Manager with space rentals, corporate events, exhibition openings, and other internal meetings/events. Recruit and manage event volunteers as needed;
- Prepare financial summary reports using Raiser's Edge and Excel; manage related budgets; prepare payment requests, donor invoices, etc.;
- Customize and export solicitation mailing lists from Raiser's Edge using query/export functions, validate list information and format in Excel;
- Implement and execute outreach and solicitation growth strategy into actionable procedural steps and updated protocols; develop and maintain event timelines and task lists;

- Create events and manage seating via Social Tables browser interface; oversee and supervise team during Social Tables iPad check-in of guests; reconcile and import attendance into Raiser's Edge;
- In coordination with Communications, manage the design, copy and production deadlines for all event collateral including invitations (electronic and hardcopy), program, signage, etc.;
- Develop and execute with key staff follow-up communications including thank-you, acknowledgments, cultivation materials, and other collateral;
- In coordination with Database administrators, maintain accurate constituent and gift information, update existing contact info and flags; retain gift documentation and related financial backup.

**KEY COMPETENCIES:**

- Organizational and planning skills; attention to detail
- Strong computer proficiency; quick learning ability
- Communication skills, ability to work as a team and independently
- Professional dress and demeanor
- Confidentiality

**REQUIREMENTS:**

- Bachelor's Degree or 4 years equivalent experience;
- Strong computer proficiency with Microsoft Office programs (advanced Excel), database systems (Raiser's Edge preferred) and event management software (Social Tables or Zkipster);
- 2+ years of event management, event seating experience, database and list management;
- Excellent written and verbal communication skills and thorough follow-up;
- Superior organizational skills, accuracy and precision in handling timelines and details;
- Ability to prioritize and work in a fast-paced environment and to juggle multiple projects;
- Some evening/morning/weekends required.

**SALARY RANGE:** Salary will be commensurate with experience, skills and knowledge.

To apply: Please email cover letter and resume in one PDF to:  
[job.spcl.events.asst@studiomuseum.org](mailto:job.spcl.events.asst@studiomuseum.org).

Please place "Special Events Associate" in the subject line.  
 No phone calls or faxes, please.

*The Studio Museum in Harlem is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, gender identification, national origin, creed, disability, marital status, sexual orientation or political affiliation.*