

NATIONAL MUSEUM OF AFRICAN AMERICAN MUSIC

Job Description Form

Job Title	Museum Events Coordinator
Reports to	Chief Executive Officer
Location	Nashville, TN

Level/Grade	Type of position:	Hours ___Varies___ / week
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Intern	Exempt <input type="checkbox"/> Nonexempt Periodic travel required

POSITION OVERVIEW

The successful firm/candidate or firm will be responsible for providing event related administrative and operational support, on a periodic basis, ensuring the successful delivery of events for museum. The ideal firm/candidate will have experience in a relevant role and be commercially minded in order to maximize income generation. You will need to be impeccably organized, confident, efficient and proactive, whilst being able to remain calm and amicable in difficult situations. This is a contract position; non-revenue generating events will be paid per event at an agreed upon fee; revenue generating events will be paid net of revenue.

GENERAL DESCRIPTION

- Research and assess venues for events
- Collect and produce accurate and complete details ahead of events, including attendee lists, running orders, catering and invoicing information
- Provide pre, during and post event support, including set up of the venue and basic IT and AV support
- Arrange event staff and subcontractors, including (extra) cleaning, catering and AV, and act as supplier liaison for events
- Lead response to event inquiries
- Produce Run-Of-Show and direct events
- Book, schedule and address the needs of all event talent
- Manage all event logistics
- Exceptionally detail oriented and communicative

JOB REQUIREMENTS

Will be required to work in a very entrepreneurial manner and to participate in the support of other functional areas – curatorial, development and community programs. Events: Legends Lunch, Curatorial Meetings, out of state events and Development related activities, and etc.

EXPERIENCE AND EDUCATION REQUIREMENTS

Education: ?
 Experience: ?
 Understanding of budgeting and strong numeracy.
 Working knowledge of MS Word, Excel, Outlook and Powerpoint.
 Willing and able to regularly work out of office hours

Send cover letter, resume, and list of three references to:

National Museum of African American Music
 618 Church Street, Suite 130
 Nashville, TN 37219
 Or email to hr@nmaam.com (preferred)

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	

