



Museum of Science & History
3050 Central Ave, Memphis, TN
38111 | moshmemphis.com

Job title: Temporary Special Events Coordinator

Work Location: Pink Palace Museum, Lichterman Nature Center, Mallory Neely House, and Magevney House

Division/Department: Development

Reports to: Manager of Special Events

Full-time position at 40 hours per week Wednesday – Sunday
Must be available to work some week nights and most weekend nights
Temporary Status from November 1, 2021 – January 31, 2022
\$15.50 Hourly Wage

Exempt
 Nonexempt

Essential Duties and Responsibilities:

Works under the direction of the Special Events Manager of MoSH to coordinate special events such as donor and member events, facility rentals, and volunteer functions. Roles include:

- Negotiate rental contracts and establishes a budget for each event
- Schedules and plan events including planning and executing set up and cleanup of event
- Maintains client files and coordinates with clients to ensure all payments, required documents, and event information have been provided by due date
- Coordinates with museum departments, and staff for efficient time management
- Produces events that include but not limited to, fundraiser, special events, external events, and weddings
- Coordinates with caterers, entertainment groups, event planners, rental companies, and other vendors
- Establish a rental revenue goal and markets and recruits to meet that goal including working with external parties
- Monitor competitors to keep pricing competitive in the market
- Prepares and updated promotional literature, monthly attendance, and revenue reports
- Establish and oversee rental policies and performs follow up evaluations of rental services with renters
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- High school diploma or GED required

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Requires walking, standing, stooping and climbing.
- Must be able to lift and carry up to 50 lbs
- Must be able to talk, listen and speak clearly on telephone

**To apply, email resumes and cover letters to David Branch at david.branch@memphistn.gov
Phone calls will not be accepted**