

Full Time Special Events Coordinator

MoSH

Located in Memphis, TN, MoSH (the Museum of Science and History; the Museum) is a well-established 501c3 that seeks to create a community of people who share a richer understanding of one another and the world around us. The Museum consists of the Pink Palace Museum, the Lichterman Nature Center, the Coon Creek Science Center, and other historical properties. We inspire discovery through collecting, preserving, and interpreting the cultural histories and natural sciences that shape our region.

Join our team as we embark on an exciting phase of executing our new vision. Our museum is committed to telling our story by:

- Advocating for Authenticity – Illuminate varying perspectives and uphold accurate interpretation, without glossing over tough ideas.
- Magnifying Belonging – Building active audiences through outreach, co-creation, and participatory inclusion.
- Embodying Holistic Stories – Incorporating context and presenting lesser known stories to portray a complete, systemic picture of the region and its history.
- Constructing Intersections – Creating welcoming common spaces that encourage serendipitous and unstructured engagement and foster meaningful interactions between diverse groups of people.

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. This is a full-time position at 40 hours per week Wednesday – Sunday. Must be available to work some week nights and most weekend nights.

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

Qualities

- 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

Range of Experience

- 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

Compensation

Compensation is \$15.50 and hour. The Museum offers a full range of benefits, including health care, vacation and sick leave, and death and disability insurance. The Museum also offers life, dental and vision insurance.

To Apply

To apply, email resumes and cover letters to Jacqueline Norfork at jacqueline.norfork@memphistn.gov

Applications will be accepted until the position is filled. MoSH values diversity throughout our museum. In order to tell authentic, holistic stories of our region's history, culture and science, MoSH strives to create a diverse workforce to support our collections, exhibits and programming. MoSH is an Equal Opportunity Employer.

More information about MoSH can be found on our website at www.moshmemphis.com.