

Venue Supervisor

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

The Venue Coordinator works to manage the hosting of special events and projects at all MoSH locations, including facility rentals, weddings, corporate events, and internal events. The coordinator is also responsible for making sure all aspects of an event run smoothly. This is a full-time position at 40 hours per week Monday – Friday. Must be available to have a flexible schedule to work weeknights and weekends.

Roles include:

- Developing and sourcing sales leads, follow up and closing on rentals to meet monthly sales targets
- Schedules and plans internal and external events and maintains the events calendar
- Coordinates set up and tear down of events and ensures event is hosted successfully
- Plans set-up and clean-up of events; checking events may include early morning or late evening work hours
- Coordinates with other museum departments to assist in executing their events
- Adhere to the timeline and work with technology experts for lighting, A/V equipment and music

- Coordinates with caterers, entertainment groups, rental companies, and other vendors to ensure that resources are available for events and abides by the proper procedures
- Establishes rental revenue goals for all locations and actively markets and secures rentals to meet the goals
- Works with various internal and external resources such as group travel, corporate meetings, and bridal trade shows for potential renters
- Prepares promotional literature on museum rental services
- Prepares monthly attendance and revenue reports utilizing our Special Event Management System
- Establishes and oversees conformance to rental policies and performs follow-up evaluations of museum's rental services with renters.

Qualities

- Ability to perform the essential job functions consistent safely and successfully with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity 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

- Project management skills
- Understanding of budgets and competent level of financial analysis skills
- High level of organization
- Ability to use Microsoft software, grant application platforms, and Special Event software (Tripleseat Preferred)
- High level of written communication skills
- Ability to effectively communicate and coordinate with vendors, clients, and museum staff
- 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
- Five years of special events management experience, preferably in a museum setting or any combination of experience and training which enables one to perform the essential job functions.

Compensation

Compensation is \$45,000 - \$55,000 Non-Exempt and will be determined by the experience and ability of the candidate within the range. 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 Norfolk at Jacqueline.norfolk@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.