

# THE BRONX MUSEUM

## FULL JOB DESCRIPTION

<b>Position Title:</b>	Associate Director of Special Events
<b>Position Type:</b>	Full Time, includes some evenings and weekends
<b>Union Status:</b>	Non – Union
<b>FLSA Status:</b>	Exempt
<b>Compensation:</b>	\$70,000 to \$80,000 per annum
<b>Benefits:</b>	Paid vacation, sick, holiday, and personal leave. Eligible after 3-months of work for vision, dental, and medical insurance, as well as a 401(k) savings plan. Eligible for a pension plan after 1-year of service.
<b>Reports to:</b>	Chief Advancement Officer
<b>Supervises:</b>	Vendors, Interns, Volunteers, Junior Staff

### **Mission of The Bronx Museum of the Arts**

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences of the Bronx to the urban experience through its Permanent Collection, Exhibitions, and Education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, the Bronx Museum has prioritized serving the culturally diverse communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Museum's contemporary art programming expresses the borough's tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

The Bronx Museum is committed to diversity, equity, and inclusion as core values. As an institution, we:

- Appreciate and leverage our broad and distinct differences, and involve and reflect the communities we serve;

# THE BRONX MUSEUM

- Align our policies, practices, and resources that eliminate barriers so that people of all races, cultures, socioeconomic status, and perspectives have genuine opportunities to contribute and thrive; and
- Create an environment in which everyone feels valued and respected.

## **Position Description**

Reporting to the Chief Advancement Officer, the Associate Director of Special Events provides expertise and direction in the planning and execution of special events at The Bronx Museum, including the Annual Gala and Art Auction, as well as smaller fundraisers, cultivation and membership events. This position is also in charge of Museum Rentals for private events and functions, including securing contracts and coordinating event logistics.

## **Responsibilities**

- Oversee the execution of special events, including the Annual Gala and Auction, cultivation, membership and special events
- Manage event production: set up and breakdown, generate run of show and staff assignments, interface with vendors, A/V, catering, décor, entertainment, event registration, day-of execution, and other event logistics
- Negotiate contracts with vendors, venues, and service providers
- Work with the Gala's Benefit Committee to generate an event theme and strategy, and meet regularly with the Committee
- Generate event work plans and monitor progress to ensure deadlines are met
- Draft invitations, e-blasts, sponsorship decks, solicitation and acknowledgement letters
- Coordinate list segmentation for strategic outreach and mail merges
- Manage the event rental process, including inquiries, contracts, bookings, layouts, and event coordination
- Generate and track event and rental budgets, including income and expenses, prepare reports for Department and fundraising meetings, and track progress
- Assist Development team members with new and ongoing projects and initiatives as necessary
- Supervise junior department staff, volunteers, interns, and vendors
- Other duties as assigned

# THE BRONX MUSEUM

## Required Skills/Abilities

- Experience securing in-kind donations and event sponsorships
- Must possess excellent interpersonal and organizational skills
- Excellent communication skills, verbal and written
- Highly organized, detail oriented and precise
- Proficient with Neon donor management or similar CRM platforms as well as MS Office
- Ability to work independently and coordinate multiple projects simultaneously in a fast-paced environment
- Availability to work nights and weekends, as required
- Strong knowledge of and passion for contemporary art and community-based arts practice

## Cultural Commitment

- Supports the Museum's vision and goals both externally and internally
- Commits to fostering, cultivating, and preserving a culture of diversity, equity and inclusion, while incorporating respectful communication, teamwork, and employee participation

## Education and Experience

- Bachelor's degree; advanced degree a plus
- At least 5 years of direct event planning and execution experience, preferably within the arts, cultural or nonprofit sectors coordinating benefit dinners and high-profile fundraising events

## Physical Requirements

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

## To Apply

Please email a resume and cover letter to [development@bronxmuseum.org](mailto:development@bronxmuseum.org) and include "**Associate Director of Special Events**" in the subject line.

Selected applications will be contacted. Due to the high volume of resumes we receive, we will not be able to respond to phone calls or emails regarding the status of applications.

The Bronx Museum of the Arts is an equal opportunity employer.