

## **The Menil Collection Employment Opportunity**

**Title:** *Member Events Coordinator*

**Department:** Advancement

**Reports to:** Associate Director of Development

### **General Responsibilities**

The Member Events Coordinator plans and executes all membership events including general member openings, Menil Society and Menil Contemporaries events as well as corporate events.

### **Specific Duties**

1. In collaboration with the membership team, plan and execute general Membership, Menil Society, Menil Contemporaries, and Corporate Partner events as well as external events.
2. Event support and ongoing responsibilities include, but are not limited to:
  - a. Collaborate closely with Membership team to create invitation lists
  - b. Work with Graphic Designer and printer to produce invitations and other printed collateral
  - c. Coordinate and oversee invitation mailings
  - d. Maintain files, records, and Raiser's Edge database to track details and plan for events such as invitation lists and responses
  - e. Monitor event budgets, process purchase orders for event expenditures, track and report event expenditures
  - f. Develop timeline for events and coordinate with other departments, as needed, for event execution
  - g. Coordinate with external vendors on event logistics
  - h. Track RSVPs and manage assigned seating
  - i. Provide on-site support at events to ensure an enjoyable, memorable experience for patrons
  - j. Manage event execution
  - k. Develop creative and original event concepts that are appealing to members
  - l. Work with Membership team to create engagement opportunities that support retention and attract new members

### **Qualifications**

1. Bachelor's Degree. Recent graduate in Event Planning/ Management or Hospitality program preferred, with some prior event or catering experience.
2. Excellent administrative and organizational skills, with a high attention to detail and proven ability to manage multiple tasks simultaneously while meeting deadlines in a busy environment.
3. Effective written and verbal communication skills necessary.
4. Creativity and entrepreneurial spirit, with a demonstrated commitment to providing outstanding customer service.
5. Strong interpersonal and relationship management skills, positive attitude, sense of humor, with a commitment to confidentiality and ethical behavior.

6. Team orientation and ability to collaborate across departments.
7. Proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook) and experience with databases, preferably Raiser's Edge.
8. Willingness to work a flexible schedule, including evenings and weekends, as required for events.

Salary and benefits competitive and commensurate with experience. Please send resume, cover letter and salary expectation to: Director of Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: [smmaloch@menil.org](mailto:smmaloch@menil.org).