The Menil Collection
Employment Opportunity

Title: Special Events Assistant

Department: Advancement

Reports to: Director of Special Events

Status: Part-time, temporary (up to 25 - 35 hours each week)

General Responsibilities

The Special Events Assistant provides administrative support to the Menil Collection's special events team in planning and implementing events related to exhibitions, membership, and fundraising activities.

The role of Special Events Assistant is a seven-month appointment extending from May to December 2022.

Specific Duties

1. Event support and ongoing responsibilities include, but are not limited to:
   o Work with the special events team to create invitation lists
   o Use Raiser's Edge database to track RSVPs for events and to generate RSVP lists
   o Assist with the preparation and mailing of invitations and letters by hard copy and email
   o Respond to telephone and email requests from members and the public
   o Run errands and purchase supplies for use at Museum events
   o Provide on-site support at events to ensure smooth execution
   o Assist with check-in at events
   o Maintain event files and post-event records

Qualifications

1. Some experience working in special events is preferred.
2. Proficiency in Microsoft Office applications is required; experience in Raiser's Edge, or other database software, is desired.
3. Meticulous attention to detail, strong organization, planning, and time management skills.
4. Must be a team player who can work cooperatively with others and work independently.
5. Self-driven and strong work-ethic capable of thriving in a fast-paced work environment.
6. Ability to adhere to deadlines and follow up promptly with requests.
7. A professional appearance and demeanor, excellent phone manner, and social skills.

Benefits
Because this position is part-time, temporary, it does not include health and welfare benefits.

How to Apply

For immediate consideration, please email your resume and cover letter to hr@menil.org
You also have the option of forwarding your application materials via postal mail to:
The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.