

Consistently voted the "Best Museum" by area media, the Bruce Museum is a regionally based, world-class institution highlighting art, science and natural history in more than a dozen changing exhibitions annually. The permanent galleries feature the natural sciences that encompass regional to global perspectives.

Special Events Manager

Reports to: Development Manager

Status: Full time, exempt

Hours: Monday to Friday, 9:00 am – 5:00 pm, plus necessary additional hours including some mandatory nights and weekends.

Supervises: Interns and volunteers as needed.

Responsibilities:

- In collaboration with the Development team, manage all Special Events, from concept through completion, including the annual gala, Family Benefits, special fundraisers, stewardship events, and exhibition openings.
- Develop and manage each event's unique budget and time line.
- Oversee event details including décor, AV, trafficking print materials through the design and print process, catering, entertainment, transportation, venue, guest list management, management of VIP guests, equipment rental, etc.
- Maximize revenue for each fundraising event.
- Negotiate vendor contracts for all events.
- Provide pre-and post-event financial reports to leadership.
- Function as main liaison for all event Co-Chairs, Committees, outside vendors, internal colleagues, and volunteers; create, prepare and distribute meeting minutes and actions.
- At each event, be on hand to proactively manage any issues that arise in a professional manner and serve as the point person in charge of managing all event logistics.
- Ensure compliance with insurance, legal and safety requirements.
- Generate corporate event sponsorships and assist with and coordinate all auction donations for events.
- With Director of Marketing, implement a strategic and dynamic marketing plan for all events geared to diverse audiences; write all marketing copy for both print and digital event promotions.
- Propose new ideas to broaden fund raising opportunities to diverse audiences through special events.
- Working closely with leadership, provide input on stewardship and cultivation opportunities.
- Work collaboratively with colleagues throughout the Museum, including Trustees and other volunteers.
- Manage multiple projects simultaneously; provide volunteer coordination and direction, and recognition for all special events, in coordination with the Volunteer Manager.
- Coordinate production and distribution of all acknowledgment letters for donors/sponsors and participants to all events in a timely manner

Capabilities:

- Ability to adapt quickly to changing exhibition/event schedules.
- A successful and enthusiastic event planner with a proven record of overseeing events from conception through to completion. At least three years of special events management experience preferred.
- Ability to work evenings and weekends as required for all events.
- Bachelor's degree from an accredited institution.
- Special event budget management experience for large scale events essential.
- Excellent time management and communication skills.
- Outstanding client/donor service skills essential and a team player approach to work with a diverse group of individuals, including donors and vendors.
- Extensive experience managing volunteers of all levels.
- Excellent problem solving skills needed.
- Excellent written and oral interpersonal skills with a high degree of professionalism necessary; attention to detail imperative; high energy, flexibility, discretion and sound judgment required.
- Proficient use of Microsoft Office, database experience with mail merges; Altru and/or Raiser's Edge, Constant Contact, and Social Tables experience preferred, in addition to on-line auction platforms.

Resume and cover letter to: development@brucemuseum.org. No phone calls, please.