



MUSEUM OF DISCOVERY AND SCIENCE

JOB DESCRIPTION

POSITION: Special Events Associate

ACCOUNTABILITY: Special Events Coordinator

SUMMARY:

The Special Events associate will provide support in all aspects of special events including the Museum's inaugural Greater Fort Lauderdale Science Festival, annual gala, Wine Spirits and Culinary Celebration, facility rentals and birthday parties. Tasks include, but are not limited to, logistics, execution, fundraising and solicitation, donor/vendor relations and corporate partnerships.

QUALIFICATIONS:

Requires a bachelor's degree and at least one year of experience in a related field. Strong project management and organizational skills. Strong communication skills, initiative, tact, attention to detail and discretion. Excellent computer skills with proficiency in Word, Excel, PowerPoint and database software preferred.

RESPONIBILITIES:

1. Assist with planning and implementation of various special events including the Museum's Greater Fort Lauderdale Science Festival, annual gala, Wine, Spirits & Culinary Celebration, Discovery after Dark, etc.
2. Assist with facility rentals including identifying prospects for private events, responding to inquiries, walkthroughs and act as the liaison between the client and Museum.
3. Assist with birthday parties including the ordering of supplies, communicating with guests, hosting, and facilitating.
4. Other related duties as assigned.

COMPETENCIES:

1. Written and Verbal Communication Skills
2. Time Management
3. Collaboration Skills
4. Personal Effectiveness/Credibility
5. Flexibility
6. Technical Capacity
7. Stress Management/Composure
8. Project Management

SUPERVISORY RESPONSIBILITY:

None.

WORK ENVIRONMENT:

This job operates in a professional office environment which routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

PHYSICAL DEMANDS:

This position requires the ability to lift, open cabinets, bend, reach, and grasp as necessary. Must be able to sit or stand for up to 4 hours at a time and lift 25 lbs. Must be able to perform the following physical behaviors repetitively throughout a shift: standing, walking, handling, reaching horizontally, grasping firmly, reaching above the shoulder, reaching below the waist, pushing buttons, bending, twisting, stooping, squatting, crouching, kneeling, and pushing. Position may include indoors and outdoors in extreme temperatures.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time, hourly, non-exempt position, 40 - 45 hours per week. Days and hours of work are in accordance with Museum events, facility rentals and birthday parties as needed. Nights and weekends are required.

TRAVEL:

No overnight travel is expected for this position. Some local day travel may be needed.

REQUIRED EDUCATION AND EXPERIENCE:

1. Bachelor's Degree
2. At least one-year of experience in event planning preferably in a non-profit or museum sector.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

1. Must have valid class E driver license and own vehicle to be used for attending meetings and fulfill other work-related duties.