



# MUSEUM OF DISCOVERY AND SCIENCE

## JOB DESCRIPTION

**POSITION:** Special Events Associate

**ACCOUNTABILITY:** Sr. Director of Special Events

### **SUMMARY:**

The Special Events associate will provide support in all aspects of special events including the Museum's Visit Lauderdale Science Festival, Wine Spirits and Culinary Celebration, public program days, 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 fundraising events including the Museum's Visit Lauderdale Science Festival, and Wine, Spirits & Culinary Celebration.
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. Lead birthday parties including the ordering of supplies, communicating with guests, hosting and facilitating.
4. Assist with signature programs including Noon Years Eve, Asian Pacific American Heritage Day, Eye of the Storm, Pride Day, etc.
5. Other duties as assigned by Director of Events.

### **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.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a full-time, hourly, non-exempt position, 40 - 45 hours per week. Workdays are Thursday through Monday. Hours of work are in accordance with Museum events, facility rentals and birthday parties. 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.

