Administrative/Events Coordinator, Park City, UT

The Park City Museum is looking for an experienced, take charge professional with the ability to manage administrative duties and event logistics in support of a busy Park City nonprofit organization. The successful candidate will assist the Museum's Executive Director, Board of Trustees, and Museum staff in all facets of administration and events coordination, and ensure efficient day-to-day operations of the Museum. Other tasks will include marketing, social media, and PR.

Candidate must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision. The candidate should have a love for special event management, provide outstanding customer service, and have a talent for building relationships and community collaborations. The Museum is looking for an enthusiastic professional with an interest in Park City History. Frequent evenings and 1 to 2 Saturdays a month will be required.

Website: http://parkcityhistory.org/get-involved/job-opportunities/
Please send resume, salary requirement, and 3 letters of references to events@parkcityhistory.org

Administrative Duties:

- **Reception** – answer and direct phone and email inquiries to the appropriate staff members while using a professional and courteous manner, and reply to general information requests with the accurate information
- **Outreach** – conduct membership correspondence, maintain and update Past Perfect database, Museum Website, Facebook page, and other social media outlets
- **Membership Development**-
  - Develop and implement membership plans for retention of current members and growth of new members
  - Coordinate, manage, track, update and evaluate all memberships and renewal activities
  - Oversee details of membership development materials, including working with the Executive Director to develop new and ongoing programs and services for members
  - Develop membership marketing and promotional materials such as, applications, membership incentives in collaboration with membership communications
- **Museum Newsletter** – compile contributing articles, make edits, communicate with designer, oversee printing and distribution (both mail and email)
- **Front Desk Liaison** – provide breaks and additional help for front desk staff, make copies of front desk materials, restock merchandise and supplies, process incoming inventory, liaise with Visitor Services Manager concerning front desk staffing, attend monthly scheduling meeting, advocate for front desk staff's concerns and needs within the museum
- **Office** – forward incoming general emails to appropriate staff members, and front doors signage, manage office and equipment supplies

Event Management Duties:

- Assist with coordination of up to 10 events/fundraisers per year
- Assist with all event arrangements: food and beverage, supplies, special equipment, event signs, and ensure appropriate décor (florals, linens, color schemes, etc.) with quality and expectations of the Executive Director and Board of Trustees
- Gather information on each project to propose and improve the quality event productions
- Conduct necessary research, make site visits, and find resources to help inform staff decisions
- Create, revise, and implement event programing strategies as needed
- Serve as liaison with various vendors on event-related matters

- Assist with managing on-site production and close out for events as necessary
- Prepare all mailers, emails, materials, packages, gift bags, registration/RSVP lists, etc
- Prepare periodic progress reports for the Executive Director and Museum Board of Trustees related to each event
- Create and track all event lists, requests, and invoicing on appropriate management systems
- Coordinate appointments and visits for onsite events and ensure rental guidelines are followed
- Assist with other duties as assigned by the Executive Director

Desired Qualifications:

- Bachelor's degree preferred; significant work experience can substitute for degree
- At least 1 year of experience with office administrative or management preferred
- At least 3 years of experience with public relations, advertising, marketing and special events coordination, preferably with a non-profit
- Ability to work independently with little supervision, problem solve, prioritize, and take initiative
- Knowledge of office management systems and procedures
- Excellent communication skills, including writing, proofreading, and speaking
- Ability to be extremely well organized and detail-oriented
- Ability to work in a fast paced environment, often under pressure and with project deadlines
- Ability to manage multiple projects and work assignments from a variety of staff and volunteers while staying focused and organized
- Ability to manage a team of part-time customer service specialists
- A level of high professionalism and excellent interpersonal skills both in customer service
- Proficient in programs like Microsoft Word, Excel, PowerPoint, Photoshop, WordPress, and mail merges