

Human Resources

JOB OPENING

August 27, 2010

POSITION TITLE: ADMINISTRATIVE ASSISTANT, EVENT PLANNING (TEMPORARY)

CLICK HERE TO APPLY: [ADMINISTRATIVE ASSISTANT, EVENT PLANNING \(Temporary\)](#)

REPORTS TO: MANAGER, EVENT PLANNING

STATUS: FULL TIME (35 HOURS) NON-EXEMPT

To provide administrative support to the Event Planning Department and to assist the Event Planning office in the preparation and implementation of events. To share in attending events to ensure that all arrangements are satisfactorily completed.

JOB RESPONSIBILITIES:

- Assist in scheduling events, including luncheons, lectures, workshops, meetings, music programs, receptions and dinners; maintain Museum Calendar and Patron's Edge database; prepare Event Resumes; cost estimates and worksheets for events.
- Respond to inquiries regarding use of the Museum for events.
- Prepare and file worksheets, correspondence, contracts, rental agreements, invoices, check requests, and purchase orders.
- Coordinate school box lunches for school groups visiting the Museum.
- Prepare and track event bookings and estimated revenue for all rental events.
- Prepare cost worksheets for events to gather estimated costs.
- Maintain current rental information online and files.
- Assist event staff in planning Museum events to include meeting with clients to plan event, confirming arrangements, contract and cost estimate with client; providing Museum and event brochures.
- Schedule musicians, check sound system and lighting, arrange for deliveries of any orders, and notify Security of arrangements.
- Greet guests and speaker, check reception tables, flowers, lighting, etc.; collect and record event attendance numbers and car counts for events.
- Prepare seating chart, place cards, diagrams and signage; take pictures at events.
- Maintain equipment and supplies, inventorying equipment and organizing storage.
- Coordinate with other appropriate Museum departments to produce quality events.

JOB REQUIREMENTS:

- Bachelor's degree and a minimum of 3 years' general office experience
- Strong working knowledge of Microsoft Office, including Word, Excel, Access, Publisher and Power Point
- Excellent verbal and written communication.
- Effectively interact with patrons, donors and the general public, as well as internal staff members
- Some evenings and weekends required

PREFERRED:

- Proven record of customer or client service
- Previous experience working with Raiser's Edge databases and Patron's Edge.

TO APPLY: Apply via the Nelson-Atkins Museum online application process ONLY at www.nelson-atkins.org. Click on Careers then the job for which you are applying.

INTERNAL APPLICANTS:

Internal candidates will receive first consideration if they meet the minimum requirements. Apply online as directed above.

ALL APPLICANTS

All applications are accepted online only, and applicants will receive an email confirming receipt of their application.

We strongly encourage you to specifically address how you meet the requirements of this position and draw parallels or similarities to responsibilities and experience you possess. You may include this information in the online cover letter.

The Nelson-Atkins Museum of Art is an equal opportunity employer committed to a diverse workforce.

The Nelson-Atkins Museum of Art conducts post-offer drug screens.