

Special Events Associate

Date: April 2019
Department: Special Events
Title: Special Events Associate
FSLA Status: Non-Exempt
Supervisor: Senior Director of Special Events
Schedule: Full-Time

The Jewish Museum:

Founded in 1904 and located on New York City's Museum Mile, the Jewish Museum is dedicated to the enjoyment, understanding, and preservation of the artistic and cultural heritage of the Jewish people. The Museum maintains a unique collection of nearly 30,000 works of art, ceremonial objects, and media reflecting the global Jewish experience over more than 4,000 years. The Museum applies a contemporary lens to its exhibitions, which range from ancient to contemporary art.

The Position:

The Special Events Associate will provide essential administrative and logistical support for all fundraising and other events produced by the Special Events Department, including the Purim Ball, Art and Design Tour, exhibition openings, New York Jewish Film Festival Opening, and donor receptions and dinners. The Associate will also assist with other internal events across Museum departments as well as external rental events, as required.

Responsibilities Include:

- Maintain all Special Events donor records in Salesforce
- Develop mailing lists and help coordinate print and digital mailings
- Serve as main point of contact for event registrants, manage guest responses, create check-in lists
- Process payments, issue donor acknowledgments, receipts, and invoices
- Assist with the production of event related materials, including print and digital invitations and programs; compile donor listings
- Provide essential support on the annual Purim Ball gala, working closely with outside events firm on list management, mailings, and tracking revenue
- Provide essential support on the annual Art and Design Tour



- Work with external vendors such as mail house, caterers, and event producers
- Perform event sales analysis
- Schedule planning meetings, prepare hand-out materials, arrange refreshments, take minutes
- Monitor expenses
- Assist with donor research
- Maintain department archives, office supplies and beverage inventory
- Provide back-up support for the rental program, when required

Requirements:

- Exceptional computer skills—proficiency with Word, Excel, and PowerPoint is essential; knowledge of Salesforce and ticketing software desirable; experience with databases and mail merges required
- Keen attention to detail with outstanding proofreading ability is essential
- Must be highly organized and able to multitask and prioritize in a high-pressure environment
- Strong interpersonal skills and professional demeanor
- Tact and diplomacy
- Excellent written and verbal communication skills
- Flexibility for significant amounts of evening hours during peak times; can also require some weekend hours
- Prior experience in special events at a major cultural institution a plus

Send Resume with Cover Letter To:

Associate Director, Human Resources
The Jewish Museum
 1109 Fifth Avenue
 New York, NY 10128
 Email: jobs@thejm.org
 Fax: 212.423.3232

The Jewish Museum is an Equal Opportunity Employer that is committed to building a culturally diverse staff and encourages applications from diverse candidates.

