

## **Event Manager**

The Branch Museum of Architecture and Design, located in beautiful Richmond, Virginia, is dedicated to exploring design for the public good – design that creates connections, improves lives, strengthens communities, and transforms the world we share for the better. The Branch House – the museum’s home on Monument Avenue – was designed by John Russel Pope in 1916, was listed on the National Register of Historic Places in 1967. Following significant repairs to the building, the museum recently hired a new executive director and is about to launch a new three-year strategic plan, capping off with the museum’s ten-year anniversary in 2025.

To further our mission, The Branch Museum of Architecture and Design requires a highly collaborative Events Manager. The person who fills this role will be a key member of a creative team and, in addition to the responsibilities listed below, will have the opportunity and will be expected to participate in all aspects of the reimagining of the museum and its future.

The Events Manager works both independently and collaboratively to ensure that museum is fulfilling its mission and providing an exceptional experience for both patrons and clients. This role is central to growing the museum’s financial base through revenue-generating events, exhibition openings, development events, and other activities that have hospitality and other logistics needs. The Events Manager works across departments to support these activities and reports to the Deputy Director. The position is full-time, eligible for benefits, with growth opportunities in a progressive workplace.

## **RESPONSIBILITIES**

### **Event Rentals**

- Working closely with the Deputy Director, develop strategies for growing the museum’s revenue generating event rentals, including weddings, receptions, corporate and business meetings, retreats, and other gatherings.
- Actively promote and market The Branch as a venue for events, through the distribution of print materials, the placement of advertising, attending industry events, networking with event planners, representing the museum at community events.
- Stay abreast of industry trends to market spaces effectively to fit those trends.
- Lead tours of the museum’s rental spaces for potential clients and vendors.
- Develop event proposals to meet clients' needs.
- Prepare contracts and/or other legal agreements with third parties, including rental clients and vendors.
- Manage financial processes related to event rentals, including processing payments, tracking revenue, and returning security deposits.

### **Museum Events**

- Help further the museum’s engagement and development activities broadly by collaborating with across departments on event strategies that support the museum’s mission.
- Assist with event design and production, e.g. coordinating thematic elements, developing timeline and floor plan, organizing program and collateral materials, fulfilling donor and sponsor commitments.
- Coordinate logistics for museum-related events, including exhibition openings, receptions, and similar programs, including food and beverage, set-up, and clean-up.

- Help arrange catering, AV, entertainment, invitation distribution, and printed materials.
- Collaborate on creating guest lists; manage invitation lists, RSVPs, and attendance lists; assist with ticket sales efforts.
- Assist with contracts and overseeing vendors for museum events, such as catering, invitations, decoration, lighting, entertainment, photography, valet parking, rental equipment, etc.
- Organize staffing needs for museum events.

#### **Administration & General**

- Ensure that all events comply with the museum's SUP.
- Help ensure the safety and security of the historic structure.
- Coordinates with all departments on the scheduling and use of rental spaces; maintains database/calendar or all planned events.
- Prepares budgets and manages departmental and certain event budgets.
- Prepares documentation and writes reports for management and/or trustees, as well as museum publications, website, and other external communications as requested.
- Ensures the excellent physical appearance of all publicly-used conference spaces to include Adam Board Room, Georgian Parlor, and Library.
- Supervise staff (and serve as on-site staff liaison) for weddings, receptions, corporate meetings and other events.

Works all events and assists with other duties as assigned.

#### **QUALIFICATIONS**

- Bachelor's degree preferred
- 1+ years professional experience in event coordination/management, preferably in museums
- Efficiently handle multiple priorities in a fast-paced environment with attention to detail
- Resourceful nature, entrepreneurial spirit, and creative approach
- Experience preparing and administering contractual arrangements with clients and vendors
- Knowledge and understanding of promotional strategies and social media/web platforms
- Initiative to stay current on event industry trends and practices
- Strong interpersonal/verbal communication skills, with especially strong customer service focus
- Ability to write clearly and persuasively, with strong editing skills
- High level of initiative, attention to detail, and strong organizational skills
- Demonstrated team player with a strong collaboration abilities
- Capacity to work under pressure and independently and to meet deadlines, using sound judgment to navigate obstacles as needed and complete tasks with minimal guidance
- Unquestionable integrity and commitment to professional ethics
- Must be available to work evenings and weekends as needed for events

The Branch Museum of Architecture and Design is fundamentally committed to the diversity of our staff. Together, we aim to create and maintain a creative and innovative working environment that is inclusive, equitable and welcoming. We are an equal opportunity and affirmative action employer.

**Compensation:** This is an Exempt level, benefited position based in Richmond, VA. \$40,000.00

**To Apply:** Email cover letter and resume to [info@branchmuseum.org](mailto:info@branchmuseum.org)

#### **COVID Vaccination Requirement**

The Branch Museum of Architecture and Design expects all current and new employees to be vaccinated against COVID-19. New staff will be required to provide proof of vaccination. Employees may request a medical or religious exemption from vaccination and be willing to obtain weekly prevalence testing.

Masks are required in all public spaces in the museum and in all meetings.

*Version: September 20, 2022*