**Job Description**

**Position:** Events Supervisor

**Classification**: Part-Time, 20 to 36 hours per week,

($20/hr until the probationary period is completed,

$22/hr after. Subsequent raises determined by BoD.)

**Reports To**: Assistant Executive Director

**JOB SUMMARY:**

This position will supervise all events for the Columbia Gorge Museum. The successful candidate will ensure that the events calendar is organized, museum events are ran successfully, and that a positive image of the museum as an event space is cultivated. They will manage both internal and external events in the museum. Internal events are those that highlight the museum and its collections, create a greater sense of community, are innovative, fun, and consistent with museum policies. While they may not always generate direct revenue, they will always generate memberships, expanded marketing opportunities, good will, and strong community energy. External events are those that generate revenue through the use of our space. The events supervisor will also successfully market events and provide excellent customer service to external event runners, event attendees, and other museum guests.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Schedules and facilitates all events and programs, both internally and externally
* Develops marketing materials for the museum’s events, markets our space for rentals, and seeks correct outlets for marketing materials
* Develops follow up protocols for repeat events
* Manages staff and volunteers to make sure events are successful and the museum objects are safe
* Manages internal events and programs that include **gala/fundraising** events, community gallery openings, special events, such as Christmas, Anniversary, and other programs, as developed in the future. They also include workshops, lectures, dance programs, and other innovations.
* Maintains a project budget and gives monthly reports
* Provides good customer service for external event runners, event attendees, and other guests of the museum

**DESIRED KNOWLEDGE/SKILLS:**

* Understanding of museums, museum culture, and effective programming.
* Creative, dependable, analytical, organized, and flexible.
* Professional and friendly demeanor.
* Understands museum collections and the importance of programming that connects visitors to our collections.
* Ability to communicate with many kinds of visitors and co-workers.
* Excellent at planning in advance and communicating plans.
* On-time and reliable.
* Good communication skills to assure success in their position and programs.

**EDUCATION AND WORK EXPERIENCE:**

* College-level degree (Associate, Bachelor’s, etc.) is preferred.
* Museum experience is preferred.
* Successful events planning, coordination, and implementation experience is required.

**ADDITIONAL INFORMATION:**

* Flexibility in scheduling and duties is highly valued.
* Sick time accrues per state regulations and is reviewed annually.
* 401K option available.
* Other duties may be assigned to support the Museum’s mission.