



SPECIAL EVENTS & WELLS HOUSE MANAGER

Position Duties and Responsibilities

The Wenatchee Valley Museum & Cultural Center (WVMCC) fosters dynamic connections to the history, cultural traditions, and arts of the Wenatchee Valley. As a mid-size museum, the WVMCC is a vital hub for creating community connections with our region's unique heritage and arts through creative, interdisciplinary programs, exhibits, and publications.

A key position with the Museum, the Special Events & Wells House Manager is the primary coordinator of the Museum's special events. This highly collaborative position works with all departments of the Museum and Museum volunteers to create, plan, execute, and evaluate special events. This position also serves as the primary coordinator for the Historic Wells House and its volunteers to ensure cross-collaboration between Museum departments and volunteers on events, programs, maintenance, rentals, and more. This role works with the Museum's marketing and outreach team, development team, leadership, curators, and education team to cultivate and manage relationships with the community.

Reporting to the Director of Development & Communications, the Special Events & Wells House Manager has the following responsibilities:

SPECIAL EVENTS MANAGEMENT:

- Plan and organize events rooted in the Museum's mission, including researching and hiring vendors, developing event plans, maintaining budgets, overseeing logistics, and assisting in creating marketing plans.
- Meet with museum staff members, volunteers, and vendors as necessary to discuss and plan event specifications such as scope, format, budget, administrative details, and special requirements.
- Negotiate contracts with venue personnel, caterers, hospitality staff, A/V providers, and other vendors to acquire necessary services and activities for events while meeting budgetary objectives.
- Monitor and oversee events from preparation and set-up through teardown to ensure adherence to planned format, compliance with regulations, cooperation between vendors, resolution of issues, and overall satisfaction of participants and sponsors.
- Perform post-event tasks promptly, such as meeting with involved teams to ensure satisfaction, reviewing invoices and bills, approving payments, and documenting issues and resolutions.
- Evaluate potential locations, providers, vendors, and other professionals frequently to determine viability for future events and build a personal knowledge base to serve clients better.
- Partners with Marketing, Communications & Outreach teams to implement, promote, and communicate robust annual programming.

WELLS HOUSE MANAGER:

- Maintain effective working relationships with volunteers, other employees, Wenatchee Valley College representatives, vendors, and members of the public.
- Plan and organize programs and events at the Wells House, collaborating with the Wells House volunteers as needed.
- Coordinate with the rental manager on events and facility rental schedules.
- Coordinate with and support various Museum departments' projects at the Wells House.
- Act as the primary point of contact for the Wells House volunteers to sustain open communication between the volunteer group and Museum staff.

OTHER DUTIES AND RESPONSIBILITIES:

- Help cover the front desk when needed and assist front desk workers with database, membership questions, and training.
- Willing to support the museum team in other ways, as needed.

QUALIFICATIONS:

- Passionate about the Museum's vision and mission;
- At least three years experience in event planning or event coordination in a non-profit environment;
- Experience in managing budgets and tracking expenses
- Proficiency in Microsoft Word, Excel, and Outlook
 - Essential graphic design experience preferred
 - Website and social media experience preferred
- Ability to multitask and meet deadlines in a fast-paced working environment;
- Excellent organizational, communication, and interpersonal skills;
- Able to relate effectively with people of various backgrounds, levels of education, and experiences;
- Proven ability to communicate complex ideas with a wide range of people and communities;
- Available to work a flexible schedule with some evenings and weekends;
- Bachelor's degree (or equivalent) in hospitality management or other related area;
- Bilingual (English/Spanish) preferred

This is a 30-hour/week position, with an hourly range of \$22 - 25/hr. Salary is dependent on experience and qualifications. Museum benefits for this position include paid time off (vacation/sick/holiday), a health care stipend, an IRA matching program, and opportunities for professional development.

Interested applicants should submit the following materials to Jessica Adams, Director of Development & Communications, at jadams@wvmcc.org with the subject heading: Special Events & Wells House Coordinator.

- An updated resume in PDF or Word format
- Letter of interest describing why you are interested in this position and how your experiences meet the needs of the position

- Contact information for three professional references

The Wenatchee Valley Museum & Cultural Center is committed to creating a diverse environment and is an equal opportunity and at-will employer. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Conditions of Employment

Employment at WVMCC is contingent on the verification of background information submitted by the applicant, including the completion of a criminal record check and education when applicable.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and the requirements of the job change.