

Job Title: Special Events Assistant
Reports To: Director of Special Events
Department: Marketing and Communications
Status: Full Time/Salary Bi-Weekly

About the Position:

Special Events Assistant is responsible for assisting the Director of Special Events with the coordination, organization, and production of institutional events and programs. Programming includes educational and outreach activities, fundraising events, and all other public programs supported by The Cowgirl.

Essential Duties and Responsibilities:

- Assist with coordinating special events and programs with appropriate supervisors and department leads, both in-person and digital
- Maintain and update internal calendar of programs and events
- Update external community calendars of programs and events
- Assist in developing marketing materials for events and programs
- Assist with setup and breakdown of space, including vendors, staffing, and technology
- Assist with uploading receipts into the expense management system, and creating basic expense reports following special events and programs
- Perform other Museum related duties as assigned
- Represent the Museum with high level of integrity and professionalism, adhere to Museum policies, maintain confidentiality, and support management decisions in a positive, professional manner

Necessary Skills and Competencies:

- Experience in hospitality, event planning, logistics, customer service, and community engagement
- Experience working with diverse and intergenerational communities
- Proficiency in planning and organization
- Experience in establishing and maintaining effective working relationships with individuals, groups, and organizations
- Proactive and organized
- Strong written and verbal communication
- Advanced understanding of Microsoft Office (Outlook, Word, Excel, Publisher, PowerPoint)
- Experience or willingness to learn Adobe Creative Cloud, Canva, and Constant Contact
- Strategic thinker and creative problem solver
- Committed to accuracy and consistency
- Ability to follow detailed instructions, both written and verbal
- Work independently while being creative and resourceful with a team

Compensation:

Pay Type: Salaried, Exempt, Full Time, 40 hours/week

Salary Range: \$45,000 - \$47,000 Annually

Benefits: Group Medical and Dental Insurance; option to participate in a 403(B) savings plan

Work Schedule: Monday - Friday, 9:00 a.m. - 5:00 p.m. Occasional evening and weekend duties dependent upon Museum events.

Contact:

Send cover letter and resume to Jennifer LeGrand, Director of Special Events, at

jlegrand@cowgirl.net.