



Event Manager at Laguna Art Museum

Laguna Art Museum is the longest serving art museum in Southern California. Connecting the public with California art and artists has been at the core of its existence since it was founded by artists in 1918. Perched on the cliffs above the Pacific Ocean, many of the museum's programs and activities are inspired by Laguna Beach's unbeatable natural environment. A new leadership team in 2021 has been focused on several major goals including expansive audience education, strengthening relationships with community, enhancing the museum's collection of art, increasing earned revenue to sustain operations and inspiring confidence in existing and new donor support. In 2022, the museum served more people than in any time in the last decade. Recently, the museum revamped its vision and mission *to be locally loved and nationally recognized*. Our mission is to enlighten and engage people of all ages through art that embodies and preserves the California experience.

Laguna Art Museum seeks to add an Events Manager that will successfully lead, direct and collaborate with its team of 26 with the objective to create a warm and welcoming experience for individuals wishing to engage with the museum through on and off site events, those who wish to rent the museum in a museum mission-driven environment and for those who attend our public and members only exhibition openings, fundraisers and activities.

Reporting responsibilities: Executive Director

FLSA Status: Exempt, full-time

General Events Management Responsibilities

Plan, organize and maintain event calendar with consideration of museum's other activities

Create, track and report event budgets, purchase orders and deposits

Ensure contracts and insurance with vendors is secured and maintained

Obtain necessary event permits and licenses, ensuring compliance with all regulatory, legal, safety and insurance requirements

Maintain accurate, detailed list on pre-event registrants and post-event attendees, which may include guest preferences for seating, ticket/table sales, meals and other event-related needs

Create and distribute internal event briefs with attendance lists, key program info and timelines to create awareness among staff about attendees and events

Manage vendor relations prior to and during set-up, check-in, operations and clean up for all events

Ensure events are properly staffed and if necessary, supported with museum volunteers

Maintain a payment schedule for event vendors

Use museum's database Altru, a Blackbaud product, to maintain and track event activity including attendance lists and payment

Collaborate with staff and marketing team to create language and text used for event invitations, website, social posts and other communications

Ensure the target audience is engaged and the message of the event is marketed properly



LAGUNA ART MUSEUM

Must be flexible, highly organized, excellent communicator, and a creative problem solver with an attention to detail.

Be a team player, being ready, willing and able to support and manage the events team, with the goal of a successful event from start to finish.

Facility Rentals

Maintain preferred vendor list and facility floor plans as well as facility rental prospectus, including website promotion of facility rental; attain budgeted goals for annual rental income

Schedule walk-throughs and tours of the facility with potential renters

Secure facilities rental contracts

Coordinate conversations between clients and vendors

Ensure rentals align with museum standards for safety

Manage staff and vendors during rentals

Fundraising Event Responsibilities

Laguna Art Museum holds several members and fundraising opportunities including Art & Nature an outdoor public art festival in November which is at times accompanied by a ticketed fundraising event at the museum. In late winter, the museum hosts its largest fundraiser of the year, the California Cool Art Auction, Benefit and Bash and members and donor receptions occur throughout the year usually, but not exclusively, in relation to exhibition openings.

In conjunction with Executive Director and Development team, plan and manage annual fundraising events

Review copy for event sponsorship, marketing and all other print materials

Create and manage smooth and efficient communications and information gathering with artists, galleries and donors for the administration of Art Auction from conception to end

Create and manage checklists of event action items and needs; collaborate and communicate with staff to ensure success

In conjunction with Executive Director and Development team, schedule and arrange Art Access Trips to art fairs, galleries, museums and artist studios which may include arranging transportation, meals and other logistics

Education and/or Experience:

Requires Associates degree; a minimum of two years' experience in event coordination, fundraising experience, or customer service activities for a cultural or educational institution; highly organized with the ability to prioritize and manage multiple requests in a fast paced environment; excellent oral and written communication skills; ability to cultivate and grow a network of potential clients and event attendees; good project management and computer skills; experience with advancement software preferred; demonstrates creativity, initiative, thrift, enthusiasm for working with a wide range of individuals.

Language Skills:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write communications and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations.



LAGUNA ART MUSEUM

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, mark-ups, interest, proportions, percentages, area, circumference, and volume.

Certificates, Licenses, Registrations:

Valid California State Driver's License required with acceptable driving record.

Physical Demands / Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance; and stoop, kneel or crouch.

Work Environment:

Staff will work in general office conditions. This position requires a significant amount of computer work and use of general office equipment. Work will require occasional evening and weekend hours consistent with the museum's schedule of events and activities.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation

Compensation for this position ranges from \$46,000 to \$64,480 per year, depending on candidate experience.

Contact with Others:

The position involves a significant amount of contact with museum staff, volunteers and the public. This includes occasional interaction with museum trustees, donors, members and staff that may be of a sensitive or confidential nature. Discretion and sound judgement is required.

To Apply:

Send a resume and cover letter to svitale@lagunaartmuseum.org