



## Events Coordinator

Hilliard Art Museum-University of Louisiana at Lafayette

**Job Category: Unclassified, Full Time**

**Job Description:** The Events Coordinator is responsible for the organization and implementation of museum events as well as handling sales and management of rentals of the museum facility. The position requires teamwork as well as self-direction and motivation, exceptional organizational and communication skills, and some basic accounting skills. This position reports to the Marketing Manager.

The Hilliard Art Museum is located at the edge of the University of Louisiana (UL) campus in Lafayette, Louisiana. The museum is comprised of two buildings, the original 1967 A. Hays Town plantation-style house and the newer state-of-the-art Hilliard Museum with three exhibition galleries and a gift shop featuring crafts by local artists. The museum's collection features approximately 2,000 objects including European and American painting, Japanese prints, folk art and a collection of Egyptian art. The museum works collaboratively with the university's nine colleges – including the College of Arts - as well as with local, national and international partners to present exhibitions and programs on the art of our time. With a student population of 19,000 and the culturally-rich community of Acadiana around us, we celebrate the creative spirit that infuses every aspect of life here from food and drink to music, art and dance.

### Duties & Responsibilities

- Works with team members on planning and implementing museum events including in-person events such as opening receptions, fundraisers and educational programs. Develop and manage event budgets
- Oversees private event rentals of the facility including working with Marketing Manager on promoting the venue, handling sales, booking, contracts and event management
  - Coordinates with museum, university staff, and outside vendors as needed to carry out the details of events to the standards of the museum.
  - Ensures that persons using the facility enjoy a fully functional venue for their event and contract agreements are met.
  - Acts as representative for the museum during events on property.
  - Responds to all rental inquiries in appropriate amount of time.
  - Prepares contracts and handles deposits, payments and returns when necessary
  - Keeps track of all event files, financial records, and correspondence with renters and vendors
- Maintain calendar and documentation of museum and private events. Assure good communication with museum staff regarding event-related activities.
- Perform other duties as may be required from time to time

### Qualifications

- Bachelor's Degree required
- three years prior experience in sales and/or event management
- excellent customer service skills and ability to maintain diplomacy while also assuring compliance with contract terms
- excellent organizational and project management skills, and ability to multi-task
- great attention to detail



- Exceptional skills in project management, storytelling, and digital experience
- proficiency with Microsoft Office
- knowledge of art and museums a plus

**Schedule:**

This is a full-time position with flexible hours. Some evenings and weekends will be required.