



AMERICA'S CAR MUSEUM®

Now Seeking Candidates for the Following:

SIGNATURE EVENT COORDINATOR

AMERICA'S CAR MUSEUM is an Equal Opportunity Employer

Join LeMay - America's Car Museum's (ACM) dynamic and dedicated team. Voted Best Museum in Western Washington for the 2nd year in a row in KING5's Best of Western Washington awards, based on more than 283,000 votes from local Western Washington-area experts. ACM was also named one of USA Today's 10 Best Museums and 10 Best Family-Friendly Museums, in Seattle by a Seattle local expert. ACM is an international destination for families and auto enthusiasts to celebrate America's love affair with the automobile and how it shaped our society. The stunning, four-level, 165,000-sq.-ft. Tacoma, Wash., facility features 12 rotating exhibits, private event space, five annual Signature Events, and serves as an educational center, hosting students of all ages. Qualified individuals with a passion for event coordination and logistics are encouraged to apply.

REFERENCE JOB#: W-1450

CLOSES: When Filled

STATUS: Full-Time Exempt

BENEFIT ELIGIBLE: Medical, Dental, Vision, Life, 403b7 & Supplemental Insurance, Paid Leave & Holidays

APPLICATION PROCESS: See bottom of ad

GENERAL SUMMARY:

The Signature Event Coordinator is responsible for overseeing, coordinating, and facilitating the creation and execution of successful and robust Signature Events for America's Automotive Trust (AAT). This position oversees all aspects of AAT's Signature Event planning in collaboration with America's Car Museum's (ACM) departments, external entities, and appointed committees. The Signature Event Coordinator is part of the Marketing Team within AAT and reports directly to the Marketing & Communications Manager. This position supports all departments within ACM in achieving consistent and effective communications in regards to Signature Events and is responsible for the creation and execution of event initiatives, the implementation of best practices pertaining to Signature Events, and for executing Signature Events within established budget parameters while tracking and managing a defined budget. Responsibilities include but are not limited to: Designing, coordinating, and executing all AAT Signature Events; Maintaining event timelines including minute by minute scheduling and record keeping; Adhering to and enforcing proper implementation of museum event policies and procedures; Creating, tracking, and submitting reports concerning budgets for signature events; Procuring new vendors; Supporting Signature Event Auction efforts; Coordinating vendors needs and event details; Coordinating with vendors for onsite deliveries and providing day-of-event vendor assistance; and, Collaborating and communicating with ACM departments regarding Signature Events is required. The Signature Event Coordinator is expected to be onsite the day of the event to oversee event details and assist in the event set-up as needed. Evening, weekend, and holiday work may be required surrounding AAT Signature Events. This position requires strategic planning and discretion to make decisions in support of the organization's objectives and departmental goals, and an ability to work independently to fulfill the responsibilities described herein while maintaining a team oriented approach and attitude.

This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all

duties, responsibilities and qualifications required of employees assigned to the job. To perform the job successfully, an employee must perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

PRIMARY OBJECTIVES:

1. Design, create, coordinate, and seamlessly execute all AAT Signature Events;
2. Ensure all details associated with Signature Events are carried out according to established timelines and uphold AAT's customer service standards;
3. Provide professional representation of AAT and the Museum while interfacing with clients, vendors, committees, and colleagues;
4. Ensure established Signature Event budget parameters are upheld.

MAJOR RESPONSIBILITIES:

Under the general direction of the Marketing & Communications Manager, the Signature Event Coordinator's major responsibilities include:

1. Planning and executing all AAT Signature Events and related deliverables;
2. Coordinating and facilitating internal and external communications, meetings, and briefings, including minute by minute timelines, to ensure proper communication and participation in achieving Signature Event objectives;
3. Collaborating with Marketing and direct agencies to develop Signature Events promotional programs and materials and overseeing the distribution of materials to appropriate locations;
4. Coordinating with Development staff to ensure that Sponsor needs are met and honored;
5. Developing and tracking Signature Event budgets and assisting with the monitoring of budget limits.

QUALIFICATIONS:

The incumbent for this position must be at least 21 years of age and possess: an AA or AAS degree in business, marketing, communications, hospitality, or closely related field, with a minimum of two years event planning, project management, or related customer service experience. Additional relevant education or experience may be substituted one for the other, on a year for year basis. The incumbent must also possess proficiency in the use of Word, Excel, PowerPoint and Outlook, an extensive knowledge of the Event Management Industry, and the ability to work independently and collaboratively with an attitude that fosters teamwork with key stakeholders.

APPLICATION PROCESS:

NOTE: All application materials must be received to be considered for this position.

1. Cover letter (*include specific job reference # W-1450*)
2. Resume
3. Professional references contact numbers (*minimum of three*)
4. Salary History (*Must be incorporated into resume, email, or attachment*)

Email all application materials to HR@AmericasCarMuseum.org or fax to 253-779-8499.

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