



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 Car Museum (ACM). This position oversees all aspects of ACM's Signature Event planning in collaboration with museum departments, external entities, and appointed committees. The Signature Event Coordinator is part of the Sales & Events Team, publicly representing the museum, and reports directly to the Sales & Events Manager. This position supports all departments 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 within the Sales & Events Department, 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 ACM 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 between ACM departments on 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 ACM 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, and seamlessly execute all ACM Signature Events;
2. Ensure all details associated with Signature Events are carried out according to established timelines and uphold ACM's customer service standards;
3. Provide professional representation of 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 Sales and Events Manager, the Signature Event Coordinator's major responsibilities include:

1. Planning and executing all ACM 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 ACM 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: A valid Driver License; A 2 year Degree in Project Management, Event Management, or Business Administration (Other degrees may be considered based upon relevance and additional relevant experience may be considered as a substitute on a year for year basis for the educational requirement); A minimum of two years' experience in project management, event planning, or closely related experience; A proficiency in the use of Word, Excel, PowerPoint and Outlook; And an extensive knowledge of the Event Management Industry. Additionally, the incumbent must be a team player, able to work independently and collaboratively within an interdepartmental collaborative environment.

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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