

## **EVENTS AND RENTALS MANAGER**

The Madison Museum of Contemporary Art (MMoCA) seeks candidates for a full-time, exempt Events and Rental Manager. Reporting to the Director of Development, the Events and Rentals Manager oversees all key tasks associated with MMoCA fundraising events with particular focus on Art Fair on the Square, MMoCA Rentals Program, Exhibition Celebrations, and other special projects assigned by the Director of Development. As volunteers are integral to successful events at MMoCA, the Events and Rentals Manager will recruit and retain volunteers for each event. The Events and Rentals Manager also fosters teamwork, collaborates with community partners, and implements inclusive events to engage diverse audiences.

The Madison Museum of Contemporary Art is an independent, nonprofit organization that presents exhibitions by local, regional, national, and international artists. MMoCA exhibits, collects, and preserves modern and contemporary art to provide transformative experiences that educate, reflect, and inspire us as individuals and as a community.

### **Essential Duties and Responsibilities**

- Develops, manages, plans, and executes all of MMoCA's major fundraising events, and ensures fundraising goals are met.
- Manages select non-fundraising events to further MMoCA's engagement with community audiences.
- Responsible for managing, mobilizing, training, and coordinating events staff and volunteers, including the event interns; LTE employees; and volunteers.
- Engages in volunteer recruitment, appreciation, outreach, retention, policies, training, and scheduling.
- Communicates with potential and confirmed event participants leading up to, during, and following events.
- Works jointly with the Communications Department to manage all online and offline event marketing and public relations.
- Develops, tracks, and reports on event budgets and works with Director, Deputy Director, Director of Development, and Development Officer to set overall financial goals.
- Works jointly with Director, Director of Development, and Development Officer to secure event sponsorships, donations, in-kind contributions, and fundraising.
- Manages, identifies, builds, and maintains event-related partnerships
- Manages external relationships, contracts, and permits (e.g., suppliers, vendors, caterers, service providers, the City of Madison Parks Division, Common Council, traffic, engineering, Alder, city and state police and fire departments, etc.)
- Manages event logistics, timelines, mapping/space planning, admissions, ticketing, etc.
- Selects and has oversight of event entertainment.
- Develops goals, timelines, and overall strategy for event entertainment.
- Works jointly with Operations, Installations, and Facilities to plan event operations and technical aspects of events.
- Oversees fundraising event set up.
- Oversees the Museum's substantial roster of private rental events (corporate, weddings, and partnership events), including maintaining the Museum's calendaring system
- Create promotional materials for private event rentals
- Give tours to prospective rental clients
- Execute contracts, invoices, and other related paperwork
- Work with caterers, AV support staff, and other vendors to determine set-up logistics and non-catering related issues during Museum and private events
- Provide back up coverage for opening and closing of the museum as needed
- Along with other members of the management team, leads MMoCA's initiatives to expand and advance diversity, equity, accessibility, and inclusion.

**Qualifications (Education, Experience, Skills, Certifications, Licenses)**

- BA in the appropriate field and a strong interest in contemporary art and its place in community life.
- 2+ years in related positions, including event coordination and management of volunteers.
- Proven ability to motivate groups and to facilitate large-scale events.
- Must be able to work a flexible schedule, with regular evening and weekend hours required.
- Excellent written and verbal communication, including the ability to present information in a variety of formats to a variety of audiences.
- Flexibility, creativity, and calm in the face of challenging situations.
- Comfortable with public speaking.
- Detail-oriented and ability to plan complex events from start to finish, preparing materials and directions for event participants, volunteers, and staff.
- Work efficiently with others across departments.
- Ability to multi-task, plan, and develop multiple events simultaneously.
- Strong computer skills including experience with current programs such as Microsoft Word, Excel, Power Point, and Adobe.
- Proven ability to be appreciative of multiple diverse perspectives, and a commitment to MMoCA's initiatives regarding diversity, equity, accessibility, and inclusion.

**Work Environment and Job Specifications**

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time
- Stand and walk for long periods of time during events
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds
- Travel occasionally for events, meetings, etc.

Salary is \$45,000.

**How to Apply**

Submit resume and cover letter to [hr@mmoca.org](mailto:hr@mmoca.org) by February 10, 2023.