



Job Description – Gibbes Museum of Art

Updated: February 2023

Job Title: Special Events Assistant

Department: Development

Reports To: Director of Special Events

Position Summary:

The Special Events Assistant supports the Development Department with day-to-day management of on-site private and museum related events. The position reports to the Director of Special Events and works closely with with the Development, Operations, and Curatorial teams to assist with the coordination and implementation of special events and fundraising initiatives.

Essential Duties and Responsibilities:

- Works closely with clients and planners to help plan, execute, and detail their event.
- Conducts client walkthroughs and schedules meetings as necessary to ensure success.
- Responds to rental inquiries in a timely, effective, and proactive manner.
- Disseminates rental event logistics to staff and ensures schedules and logistics are coordinated effectively.
- Serves as on-site event host for private event rentals.
- Generates event sheets based on approved client timelines and layouts.
- Ensures that all photography and videography is obtained in a timely manner after each rental event and properly uploaded and organized in Dropbox.
- Performs post-rental administrative tasks, captures client feedback, and submits payment requests.
- Assists in scheduling content and increasing engagement and visibility on social media.
- Assists with the planning of major events and Art Charleston, a week-long fundraising event.
- Assists with meetings and events of the Gibbes' auxiliary groups - Women's Council and Society 1858.
- Attends event committee meetings as needed.
- Assists with event setup and breakdown as needed.
- Performs other duties as assigned.

Job Requirements:

- Bachelor's degree required.
- Minimum of 1 year in event coordination, hospitality, sales, or comparable experience required.
- Experience with venue management and room design software preferred.
- Must pass a background check prior to employment.
- Must be able to work a flexible schedule; to include weekends and evening hours as needed.

Knowledge, Skills & Abilities:

- Highly organized with diligent attention to detail.
- Demonstrates a customer-service mentality and supports and sustains positive client and vendor rapport.
- Excellent people-management skills coupled with successful communication skills.
- Maintains a can-do attitude and willingness to provide staff support in other departments.
- Competent in Google Suite, Microsoft Office, and Adobe.
- Strong ability to work strategically and effectively in a team setting.
- Demonstrates a strong understanding of Museum event spaces, operational capabilities, restrictions, and rates, and the ability to explain these elements clearly and concisely to clients and vendors.
- Ability to work from a PC versus a MAC.
- Ability to work collaboratively with a variety of people.
- Ability to work in a fast-paced environment managing multiple projects with shifting deadlines.

Compensation:

- Salary: \$35,000 - \$38,000 per year
- Generous paid time off
- 15 paid holidays
- 401 (K) matching
- Paid health, dental, and vision insurance
- Paid parking

Position: Full-time, Non-exempt

Please provide the following as part of your application:

- Cover letter detailing your interest in the Gibbes Museum of Art and your qualifications (PDF)
- Resume including education and experience (PDF)

Send application by email to: careers@gibbesmuseum.org

The Gibbes Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.

Location: 135 Meeting Street, Charleston, SC 29401