



## MUSICAL INSTRUMENT MUSEUM

### Job Description

**Position Title:** Program and Event Coordinator

**The Mission of MIM:** The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world's diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul. For more information, visit our website at [MIM.org](http://MIM.org)

**Position Summary:** The Program and Event Coordinator will play a critical role in the planning, coordination, and execution of variety of events and programs at MIM. The role is focused on events and programs generated primarily by the Public Programs, Volunteer, Education, and Philanthropy Departments at MIM; it is not focused on external, private rental events (weddings, corporate receptions, etc.). This is an exciting opportunity for someone with a strong interest in event planning, museum programming, and project management to help bring a full calendar of programs and events to life. This position will report to MIM's Community Engagement Manager.

#### **Key Responsibilities:**

- Closely collaborate with various team members and stakeholders to coordinate and support a variety of programs and events such as:
  - Large-scale member/donor events: Annual Founder's Reception, Annual Volunteer Recognition Event, Circle of Friends (membership program) Social, Concert Series Previews, etc.
  - Large-scale monthly public programs called Signature Events
  - Classes, workshops, and trainings: Volunteer enrichment sessions, memory care and music sessions, MIMkids educational classes, adult drumming
  - Other programs such as student drumming sessions and related field trip set-ups, team trainings/events, etc., as needed
- Manage the systems and processes needed to ensure proper space and resource availability and allocation through MIM's event management database
- Maintain a clear calendar of programs and events and a reliable, accurate system to track deliverables and ensure adherence to timelines
- Lead a weekly events meeting with representatives from various internal departments
- Manage vendor contracts and payments for select events

- Coordinate food and beverage, tech, and other event needs with internal and external stakeholders
- Track RSVPs and attendance records, generate name tags, guest lists, and oversee registration of attendees
- Work with Creative team to develop and disseminate digital and printed event invitations
- When required, schedule volunteer team members for event support
- Support duties related to Signature Events, such as collaborative program planning, day-of program support, and administrative tasks
- Ensure that all programs and events align with MIM brand standards
- Perform other event-related duties, as agreed

### **Desired Qualifications**

- Bachelor's degree required, preferably in Events Management, Business, Communications, or related field
- 2+ years' experience coordinating events and/or managing multi-dimensional projects, preferably in a creative venue or business atmosphere
- Excellent presentation, interpersonal and written communication skills
- Excellent time management skills, the ability to multi-task, and a strong attention to detail
- Ability to manage private financial and contractual information with discretion
- Ability to make informed, well-reasoned decisions to mitigate space/resource conflicts and ensure high quality, guest friendly events consistent with the MIM brand
- Ability to stay focused in a fast-paced and high-energy environment and meet many simultaneous event deadlines and demands
- Ability to think critically to improve efficiencies of existing programs and execute new programs to exacting brand standards
- Strong working knowledge of Microsoft Office and Window-based computer applications; previous experience with a comprehensive event software program a plus
- Strong problem solving and interpersonal skills
- A positive attitude that promotes teamwork
- Love for world music and musical instruments is a plus!

### **Other**

- This is a full-time, salaried position working onsite at MIM
- Ability to work a schedule with enough flexibility to attend several evening events throughout the year and at least one weekend day per month during a Signature Event weekend—key event dates are known well in advance.

Apply Here:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclid=19000101\\_000001&jobId=478846&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclid=19000101_000001&jobId=478846&source=CC2&lang=en_US)