



Northwest
African American
Museum

Targeted Starting Salary: \$75,000
Application period for vacancy : Open until filled

Event & Facility Rental Coordinator

The Role

The Event and Facility Rental Coordinator is responsible for planning and organizing events and/or meetings for NAAM. All functions related to the usage of NAAM spaces by external groups for events (i.e., meetings, wedding, receptions, performances) as well as assist with NAAM's internal event usage (i.e., exhibition openings, public programming, fundraisers). Additionally, providing oversight and operational decision making for set-up / post event activities, security / catering oversight. The Events and Facility Rental Coordinator reports to the Operations Director.

What you will do as the Events & Rentals Coordinator:

Events & Facilities Rental

- Build and promote NAAM's events and facility rental opportunities to maximize rental use and increase revenue
- Collaborate with Marketing Director to implement creative marketing plans that bring in new groups and individuals to use the Museum's available rental spaces
- Collaborate with the Education & Engagement Director to produce museum programs and educational events
- Act as ambassador for NAAM to build and sustain relationships with individuals, and organizations to further the objectives of the room usage
- Compile and organize prospective customer leads and cultivate these prospects
- Respond timely to all inquiries, prepare, and negotiate contracts, obtain all necessary documentation, and maintain comprehensive event files
- Manages relationships with current clients with the goal of gaining repeat business
- Provide facility tours and room/venue layouts to potential/contracted clients
- Work closely with other Museum departments and personnel to coordinate and plan internal events; determine event needs for food, equipment, room set-up, volunteer staffing, etc.

- Contract directly with catering services ensuring service and product compatibility, high guest service satisfaction and acceptable profitability for NAAM
- Ensure all inspections and credentials are complied with prior to events (catering services/fire, liability coverage)
- Work with Operations Director to ensure scheduled events are recorded and maintained on Master Calendar
- Coordinate departmental strategic planning, goal setting and on-going evaluation
- Responsible for the preparation and maintenance of Event Department budget
- Work with Event staff to evaluate all events for quality, attendance, cost effectiveness, etc.
- Other duties as assigned

What You Bring:

- Bachelor's degree from an accredited institution or combination of skills and experience
- Minimum of three years of professional experience in business event planning, event rentals, project planning or other relevant experience
- Excellent writing, speaking, interpersonal skills and customer service skills
- Experience in creating plans, budgets, and timelines
- Initiative driven with the ability to work effectively within a team or independently
- Agile within a dynamic and changing work environment
- Availability to work nights, weekends, and holidays to coordinate and facilitate events
- Ability to lift at least 25 lbs. (tables, chair stacks, load in posts, etc.)

What we offer:

NAAM offers a generous benefits package for you to thrive

- Company paid health, vision, and dental
- A variety of paid vacation, personal, and holiday days
- A flexible work schedule
- Working with a diverse and inclusive community of belonging, where you are empowered to bring your ideas to the table and act
- Full support to expand your skills, enhance your expertise, and maximize your potential along your career journey

If this sounds like you, please apply online at HR@naamnw.org. Please include title of job applying for, cover letter, and resume. We look forward to hearing from you.

About NAAM

The Northwest African American Museum (NAAM) is a regionally prestigious institution that deeply matters to people as remarkable, visionary, and relevant space where we open minds and change lives through African American history, art, and culture. Since opening in 2008, hundreds of thousands of visitors have come to the museum to view our permanent and rotating exhibitions, participate in dynamic public programs, or take part in private events. Located within Seattle's Central District, NAAM is a premier African American museum in the Pacific Northwest region. Our institutional values are:

- **RESPECT:** We value mutual respect in all our interactions.
- **DIVERSITY:** We value creating a safe place for bold and meaningful exploration of diverse viewpoints with—and within communities of African descent.
- **LEARNING:** We value education and learning as powerful lifelong tools for engagement, growth, and vitality, and we seek to infuse learning opportunities in all museum activities.
- **PARTNERSHIP:** We value working in partnership with others to foster exchange with the community.
- **EXCELLENCE:** We value the highest professional museum practices and standards of excellence.
- **INCLUSION:** We value multigenerational and multicultural inclusion and provide an accessible experience.

Equal Opportunity Employer

The Northwest African American Museum provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.