



Position Description **Special Events Manager**

About MOCAD

The Museum of Contemporary Art Detroit (MOCAD) presents exhibitions and programs that explore the best of contemporary art, connecting Detroit and the global art world. MOCAD is focused on art as a means to nurture social change and human understanding, reflecting our community. We encourage innovative experimentation by artists, musicians, makers, cultural producers, and scholars to enrich all who participate and to educate visitors of all ages in the power of art. Whether from Detroit, or around the world, we welcome creative voices who can guide us to an equitable and inclusive future. We believe that art can change us, and it's our responsibility to hold a space where challenge, acceptance, hope, and beauty can coincide.

MOCAD opened to the public in 2006. It is operated by a staff of roughly 25 employees who work to deliver two to three exhibition and programming seasons per year in both MOCAD's main building and Mike Kelley's Mobile Homestead. MOCAD is an Equal Opportunity Employer.

About the Role

The Special Events Manager is responsible for promoting, planning, and producing special events and facility rentals at the Museum of Contemporary Art Detroit. Special events included museum fundraisers, music programming, special partnerships, and more as needed. The Special Events Manager is responsible for marketing and sales of facility rentals ranging from weddings, birthday parties, and galas to corporate events and more, bringing in new relationships and partners to host events at MOCAD. Working with a team of contractors, this role will entail cultivating and maintaining relationships with vendors, security teams, outside event planners, and production assistants. They will work closely with the Bar + Cafe manager to execute events and with the Exhibitions + Facilities team to ensure organization-wide communication regarding events and the facility's needs.

Classification

Status: Full-time, Exempt.

Compensation Range

\$47,000 - \$52,000 + Bonus Opportunities



Schedule

Monday-Friday, 9:30am-5:30pm. This role will require some evening and weekend hours availability, with allowance for adjustments to the schedule as needed. This is an in-office role with the opportunity for a recurring once a week, work from home day.

Key MOCAD Relationships

Direct Report: Chief Operating Officer and Operations Manager

Direct Relationships: Café + Bar Manager

Role Responsibilities:

Special Events and Facility Rental Production

- Actively market MOCAD as a venue for large scale and corporate events and music.
- Research and cultivate new clients and maintain an updated database of clients and prospects.
- Develop relationships and partnerships, especially with musical partnerships and cultivating a music calendar.
- Act as primary contact for special event planning and execution. Respond to initial inquiries, meet with clients, and discuss options for use of space, food, beverage, decor, parking, catering, and security.
- Inform clients of museum rules, policies, required permits, and membership requirements.
- Provide written cost estimates for facility and equipment use, staffing, bar packages, etc.
- Direct clients to preferred outside vendors for additional equipment and services.
- Provide a day of management for special events. Oversee the preparation of the facility. Coordinate and oversee deliveries, load-in, and event set-up.
- Attend the event and provide assistance throughout.
- Oversee tear-down, load-out, and clean-up following the event.

Administrative

- Oversee all related contracts, permits, insurance, and billing, including preparing and issuing contracts and invoices, tracking event costs, invoice clients for additional costs, and collecting payments.
- Collect and submit all financial paperwork to the Business Operations Office in a timely manner, including:



- Signed contracts, deposit payments, insurance vouchers, required permits, liability coverage, etc., in advance of the event and final cost per the agreed-upon payment schedule.
- Provide thank you letters to clients and maintain follow-up communications to encourage repeat business.
- Manage contractors, including EPAs, bartenders, security, valet, Audio/Visual technicians, etc.
- Work with other department staff members to maintain physical and electronic records and documentation of procedures for all relevant areas.
- Work with Facilities + Exhibitions to maintain an organized storage of supplies and furniture.

Internal Management

- Assist in budget preparation, tracking, and striving to meet budget goals, including completing internal request forms.
- Interface with internal clients (for example, fundraiser planning committees) and staff during the planning of special events organized by MOCAD.
- Maintain and update caterer files and ensure proper current licensing of caterers, including Board of Health Certificate.
- Oversee internal planning and coordination prior to events. Communicate client needs, plans, and use of space with managers and other staff to troubleshoot potential conflicts and to prepare staff and visitors for any interruptions to normal operations.
- Create and share event plans and review them at weekly events, program meetings, and other meetings as needed to ensure that staff are informed and prepared for the event.
- Work with Café + Bar Manager and Operations Manager to create and implement internal processes and procedures for cafe special event bar services, ordering, billing, and staffing.

Qualifications

- Three years of experience in the management and execution of large-scale special events
- One year of experience in bar, banquet, catering, and/or cafe management
- Ability to stand for extended periods of time, lift from ground to above the shoulders, climb stairs and ladders, bend, stoop, sit, push, pull, and perform tasks requiring manual dexterity.
- Able to organize, prioritize, delegate, and execute at a high level when faced with multiple tasks.
- Ability to work independently and collaboratively with a team.



Desired Skills and Experience

- Outstanding interpersonal and customer service skills
- Excellent written and oral communication skills
- Experience handling a wide range of administrative and support-related tasks and exceptional organizational skills.
- Ability to handle high volume, busy periods and stay motivated during slow periods.
- Keen passion for contemporary arts and special events
- Highly skilled strategic thinker and problem solver
- Familiarity with Apple OSX, MS Office Suite, Adobe Acrobat, and Google Suite, and calendar applications
- Reliable transportation
- Must be able to lift 35lbs.

To apply for this role, please email your resume and cover letter as a PDF to jobs@mocadetroit.org. Unfortunately, we are unable to respond to inquiries about hiring or this position.