



## **EVENTS SPECIALIST – F/T**

The Witte Museum is where Nature, Science and Culture meet, through the lens of Texas Deep Time and the themes of Land, Sky, and Water. The Witte is the only museum that focuses on Millions, Thousands and Hundreds of years in what we now call Texas. The Witte inspires people to shape the Future of Texas through transformative and relevant experiences in engaging exhibitions and programs. Founded in 1926, the Witte is located along the San Antonio River and has recently renovated and expanded the entire museum campus.

### **POSITION SUMMARY:**

The Events Specialist assists the Director of Sales and Events and the Manager of Special Events in promoting, coordinating, and implementing venue rentals and birthday parties at the Witte Museum. The Events Specialist proactively markets the Witte Museum as an event venue for social events as well as for corporations, conventions and associations. The Events Specialist works with the Director of Sales and Events and the Manager of Special Events to coordinate calendars, events, staffing and booking procedures. The Events Specialist will report directly to the Director of Sales and Events.

### **RESPONSIBILITIES:**

- Answers phone calls and relays information to clients, conducts initial and follow-up site tours, completes follow-up calls and mails out information
- Oversees event details; be on site for event planning appointments with clients, caterers and other vendors; as well as being on-site during set-up, for the duration of the event, take down, and clean up as scheduled
- Oversees birthday parties; be on site for event planning appointments with clients, caterers and other vendors; as well as being on-site during set-up, for the duration of the event and clean up, assists with checking in guests for the first 30 minutes of event
- Addresses client questions, concerns, and resolves issues
- Prepares Work Orders and distributes to appropriate departments as well as attends weekly Work Order meetings
- Maintains Event Rental and Birthday Party files
- Assists with the planning and implementation of Cocktails and Culture and other in-house events
- Provides support for museum events such as member parties, donor receptions and the museum's annual fundraising events
- Learns and becomes proficient in Tessitura software and Social Tables app
- Other tasks as assigned

### **EDUCATION:**

- Required: Bachelor's degree or equivalent experience

### **EXPERIENCE AND SKILLS:**

- Preferred: 1-2 years event or sales experience
- Preferred: customer service and cash handling experience
- Excellent marketing, customer service and verbal communication skills
- Must be enthusiastic and energetic
- Must be detail oriented, possess excellent people skills and be service-driven
- Must be self-motivated, able to complete job responsibilities with minimal supervision
- Ability to work independently and as a team member
- Knowledge of Microsoft Office

### **PHYSICAL REQUIREMENTS:**

- Must be in good physical condition, able to move moderately heavy objects (30lbs.), bend, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including evenings, weekends, and holidays

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: [humanresources@wittemuseum.org](mailto:humanresources@wittemuseum.org)