



Job Title: Special Events Coordinator

Department: Development

Reports to: Special Events Manager

History saved and preserved is the foundation for strong, vibrant communities and future generations. The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for almost 100 years. Located in Detroit's cultural district, The Society administers and develops exhibitions and programming for the Detroit Historical Museum, and Dossin Great Lakes Museum. The team cares for more than 250,000 artifacts in its collection, relying upon a staff of over 50 individuals to help bring Detroit's stories to life.

Position Description:

Detroit Historical Society events, from exhibition openings to black-tie fundraisers, are executed with a clear sense of purpose and precision for what they communicate about DHS's place in Detroit's cultural landscape. As a place-based institution, events at the Detroit Historical Society are a significant focus for the organization and the Special Events Coordinator is an integral part of the overall success of the organization. The Special Events Coordinator is responsible for supporting an active fundraising and marketing events calendar with an emphasis on maximizing revenue and visitor-ship. The primary role of this position is to assist in the execution of the Detroit Historical Society's annual events with special focus on its major fundraisers: the Society Ball and the Dossin Gala. Additional events include the Women's Auxiliary luncheon, a Gentlemen's gathering, Exhibition Openings, Cobblestone Circle/donor stewardship events, the Annual Meeting, the Annual Thanksgiving Day parade membership event, a golf outing to debut in 2019 and other events as assigned.

The Special Events Coordinator is a full-time position reporting to the Special Events Manager. The standard work week is Monday-Friday, 9am – 5pm with Work Flex as an option, but evening and weekend work related to events and programs will be required.

Major Responsibilities:

- Work closely with Special Events Manager to plan, organize and execute all DHS events.
- Collaborates with Development and Marketing staff to create and implement comprehensive plans, timelines, budgets and reports
- Provides support for event committees and individual committee members.

- Evaluates event outcomes, monitors longitudinal progress towards organizational goals, and works with Special Event Manager to develop long-range strategic plans for special event platform.
- Manage, organize and execute DHS's Annual Meeting with guidance from the CDCO and Membership Manager
- Represent the agency at events and serve as a liaison between donors and the agency

Qualifications:

- A bachelor's degree is preferred; comparable experience may be considered
- 1-3 years of marketing/sales and event planning experience
- Knowledge of event operations and the catering and event industry in the Metro Detroit area
- Excellent organizational, communication, listening, and follow up skills
- High sense of responsibility and accountability
- Problem solver. Ability to anticipate potential issues and be proactive in finding solutions
- Experience with managing quality control and customer service recovery
- Excellent people skills and team player
- Sound judgment and the ability to make informed decisions
- Able to provide an excellent customer service experience for guests
- Strong project management and time management skills
- Experience working with fundraising and event planning committees

Please send resume, cover letter and salary requirements to the Human Resources Department at humanresource@detroithistorical.org no later than February 8, 2019. Please no phone calls.

About DHS:

Stop working and start innovating! This is your opportunity to join a national leader in museum services. The Detroit Historical Society has a 100-year legacy of telling Detroit's stories and why they matter. Most recently, with the 50-year anniversary of the summer of 1967, DHS sought to commemorate the traumatic riots with a sensitive and inclusive narrative. Rather than just create an exhibition, DHS shepherded a community-wide collaborative project. *Detroit 67: Looking Back to Move Forward* captured the story and proved that the Detroit Historical Society is a safe place to convene for difficult conversations.

DHS is an Equal Opportunity Employer and we encourage a diverse pool of candidates to apply.