



# AIR FORCE MUSEUM FOUNDATION, INC.

## EVENTS COORDINATOR POSITION OPENING

The Air Force Museum Foundation, Inc. seeks a full-time Events Coordinator.

### **Introduction**

The Air Force Museum Foundation (Foundation) was chartered in 1960 as a philanthropic corporation with the purpose of supporting the National Museum of the U.S. Air Force™ (Museum).

The Foundation works to raise funds and awareness in support of the Museum's mission - to inform and educate the public on the important role of the U.S. Air Force in the nation's defense. To date, the Foundation has raised over \$100M in philanthropic support from donors to fund the capital construction costs for the world's largest military aviation museum. In addition, donors help to restore aircraft, educate the public, install new exhibits, hold special events, support volunteers, and maintain a world-class collection.

### **Position Description**

The Events Coordinator will work within the operational and organizational guidelines of the Joint Business Unit (JBU) and Foundation with oversight of the daily operations. As the JBU events expand, the Coordinator will be part of brainstorming and implementing new event plans and concepts.

The Events Coordinator must be able to maintain customer satisfaction and meet monthly sales goals. This position will serve as an event coordinator with our clients while advising on best practices as they plan their event. The ideal candidate for this role should demonstrate exceptional organizational abilities, superb interpersonal skills, multi-tasking skills, and excellent time-management. The Events Coordinator should reinforce client-to-business relations, improve the organization's image, and effectively deliver on event objectives.

The Events Coordinator is part of the AFMF Events Team and works under the direct supervision of the Director, Events. This position is non-supervisory, full-time, hourly, non-exempt.





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### **Key Responsibilities**

- Working closely with Director, Events, develop and manage the AFMF Event Business P/L, ensuring that annual financial commitments are met. Track event types, recording all unrelated business for annual tax reporting. Invoice clients, liaise and negotiate with vendors.
- The Museum is a seven-day operation, with events being held both during and after normal business hours, requiring the Events Coordinator to be able to work a flexible schedule which may vary depending on the event calendar.
- Communicate effectively by speaking, listening and writing in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Foster teamwork by working cooperatively and effectively with others, particularly the members of the AFMF Team, to resolve problems, and make decisions that enhance organizational effectiveness.
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, determine the importance, urgency and risks. When urgent, immediate needs arise, have the ability to make clear decisions which are timely and in the best interests of the organization and facility.
- Work directly with clients to assist with their planning and execution of their events in a manner that creates good relationships and repeat business. Coordinate with vendors and caterers for entrance and exit from the Museum.
- Manage event set-up, tear down, and follow-up processes.
- Provide audio visual support for AFMF clients events when necessary.
- Build effective working relationships with AFMF and NMUSAF colleagues to support visitor-centric activities that take place during normal and extended hours.
- Assist in managing branding, developing event feedback surveys, handling of post-event reports and communications.
- Process event information through Tripleseat, maintaining calendars and communications with all parties involved. Maintain knowledge of Tripleseat event software as well as Centeredge, the current POS.
- Maintain sufficient knowledge of the event duties and responsibilities to handle meetings and events. Demonstrate teamwork by assisting as needed for larger events.
- Process and follow through on Event leads, received through Tripleseat, email or by phone, as assigned by the Events Administrative Assistant.
- Update templates, documents, and forms within Tripleseat in cooperation with the Manager, Events.
- Other duties as assigned.



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## **Requirements & Qualifications**

- Flexibility, enthusiasm, and professionalism to work effectively with visitors, military leaders, corporate and community leaders, and Museum/Foundation constituents from all backgrounds
- Excellent communication and interpersonal skills
- Motivated, organized, and focused with an attention to detail
- Customer-focused; service-oriented
- Ability to remain professional in stressful situations and focused amid constant interruptions in a fast-paced environment, while working with all levels of internal management and staff, as well as outside contacts
- Ability to maintain the highest degree of professionalism, confidentiality, discretion, tact, and flexibility, and can prioritize and manage multiple tasks
- Position requires a working knowledge of English, punctuation, spelling, arithmetic, modern office practice and procedures, and skills
- Proficient with Microsoft Office Suite

## **Minimum Education and Experience Requirements**

- Minimum of 2 years of experience in the events business preferred.
- Wedding and corporate event planning experience a plus.
- Military protocol knowledge a plus.
- Bachelor's degree in related field preferred.

## **Special Considerations (Work Environment, Schedule, Required Travel, etc.)**

- Be able to lift 40 pounds, move tables, chairs, and other equipment regularly
- Talking and Hearing: Expressing or exchanging ideas by means of the spoken word  
Those activities which demand detailed or important instructions spoken to others or recorded by listening accurately and/or quickly
- Will require bending, stooping, pushing, pulling and climbing
- Hand/eye coordination for operation of computer systems
- Vision to read reports and other written material

## **Compensation**

- **Pay Rate:** \$21.65/hour (\$45,032.00 annually for a full year)
- **Benefits:** Health Insurance, Dental Insurance, Vision Insurance, Short-term Disability Insurance, Life Insurance, Employee Assistance Program, Paid Time Off (PTO) Leave, Paid federal holidays, 401K Plan with employer match of 100% up to 5% of employee salary.





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## **Other Significant Facts**

- The Air Force Museum Foundation performs background checks on 100% of its employees prior to hiring. Candidate must be willing to submit to a background check, as a condition of employment.
- The National Museum of the United States Air Force® is open seven (7) days a week, with events during and after normal museum public hours including select evenings. Candidate must be able to work to meet those needs, as necessary. Weekend hours are required for this position.
- The Air Force Museum Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.
- This is a non-DoD position with a private organization and does not require military service (including commission and enlistment).

## **AFMF Vision:**

Honoring every Airmen's story with a permanent home to inspire future generations.

## **AFMF Mission:**

Raise funds and awareness to support the National Museum of the U.S. Air Force mission.

## **AFMF Core Values:**

Candidate must agree to adhere to the Air Force Museum Foundation's Core Values:

Passion – Performing our roles with purpose, pride, and a positive attitude

Integrity – Accepting responsibility for our actions by making business decisions through experience and good judgment

Accountability – Dedicated to achieving positive results; owning and learning from our successes and failures

Respect – Committed to an inclusive and collaborative work environment





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**Contact Us:**

To apply for this position, please email Ms. Sarah Shatzkin at [hire@afmuseum.com](mailto:hire@afmuseum.com) with your resume, cover letter, and references.

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