



Special Events and Volunteer Manager

SUPERVISOR: EXECUTIVE DIRECTOR

Mission and Vision

The Cedarburg Art Museum is dedicated to collecting, preserving, and exhibiting the art of Wisconsin, with a special emphasis on Cedarburg and its surrounding areas. The mission and vision of the Cedarburg Art Museum is to be a preferred destination that celebrates creative expression of the arts in a historic and a culturally vibrant environment, inspiring future talent and fostering a rich, cultural center forged in tradition, family, and community.

General Purpose of Position

The Special Events and Volunteer Manager is responsible for maintaining and growing venue rentals and special events, growing the museum through social media communications, and managing volunteer recruitment, scheduling, retention, and engagement.

Full-time position; salaried; exempt.

Essential Duties and Responsibilities

General Responsibilities:

1. Contribute to a positive, helpful, friendly, inviting environment for museum guests and maintain a level of excellent patron service. Contribute toward initiative, cooperation, and creativity amongst all museum staff.
2. Contribute to a positive workplace culture.
3. Contribute toward intentional efforts to help engage volunteers, donors, potential donors, members, and artists.
4. Maintain confidentiality of museum donor information and matters of personnel and intern performance.
5. Maintain a professional demeanor along with excellent communication skills and contribute to the overall wellbeing of the workplace.
6. Attend and participate in staff meetings when required.
7. Attend and participate in staff, volunteer, and community events when required.
8. Follow museum and committee policies and procedures.
9. Maintain working knowledge of all museum operations.
10. Work in collaboration with all staff during significant revenue-generating events and festivals.
11. Staff the museum on weekends as part of a staff rotation.
12. Perform other duties as assigned by the Executive Director.

Special Events and Volunteer Manager Responsibilities:

Special Events Management

1. In coordination with other staff members, promote a culture for positive change and continuously work towards an environment for excellence in evaluation of museum initiatives.
2. Recommend and coordinate the implementation of new projects and initiatives.
3. Maintain up-to-date knowledge of professional museum services by reading professional publications and following local museum and community social media and websites.
4. Serve on museum committees as assigned by the Executive Director.
5. Work with the Executive Director in the development and implementation of strategic goals which promote the museum's mission and vision.
6. Support the organization in creating and enhancing positive patron experiences in all points of contact.
7. Establish and maintain effective working relationships with Board members, all staff and volunteers, the Cedarburg community, and artist groups.
8. Maintain and grow the museum's presence through online and print media.
9. Regularly post creative and engaging content on social media platforms in coordination with the museum's Virtual Engagement Coordinator.
10. Develop unique and interesting special events and programs in support of the mission of creating a warm, welcoming community gathering space.
11. Design and create promotional and exhibition materials including postcards, banners, brochures, and other advertisements, in conjunction with the museum's Curator and Programs Coordinator.
12. Oversee marketing and distribution of the museum's published book *A Creative Place: History of Wisconsin Art* and create materials to promote sales.
13. Be the main point-contact for the museum at all Cedarburg Festivals.
14. Manage and maintain juried artist's booths during Festivals, including communication with artists, assembling vendor materials, and maintaining ongoing relationships and contact with vendors throughout Festival weekends.
15. Oversee the operations of the Summer Beer Garden activities, including oversight of the Beer Garden Manager.
16. Schedule all music and food trucks for events in the Summer Beer Garden.
17. Organize and oversee other major events as requested by the museum's Executive Director

Volunteer Management

1. Constantly recruit new volunteers in all areas of museum need.
2. Develop and send volunteer newsletter to ensure consistent messaging of events and programs.
3. Schedule and coordinate volunteers for programs, events, and docent shifts.
4. Develop, execute, and engage volunteers in museum activities and volunteer appreciation events.
5. Provide respectful feedback and support to volunteers.
6. Work docent shifts, if left uncovered by volunteers.
7. Plan and coordinate appreciation events for all volunteers.
8. Pursue regular and ongoing communication with volunteers to establish meaningful, genuine relationships and ensure retention.
9. Coordinate and obtain all licenses for volunteers and staff which are required for Cedarburg Art Museum operation, such as bartending licenses, liquor license from the City of Cedarburg, and any permits required for food trucks or Festivals.

Qualifications

The requirements listed below are representative of the knowledge, skill, and abilities necessary to successfully perform the essential duties and responsibilities of this position. Reasonable accommodation may be made to enable individuals with differing abilities to perform the essential functions.

Education and Experience:

1. Experience working in event planning.
2. Highly organized.
3. Bachelor's Degree preferred.
4. Experience working in a non-profit environment highly desired.

Knowledge, Skills, and Abilities:

1. Ability to work comfortably with staff, volunteers, and artists of all ages and backgrounds.
2. Friendly and helpful manner, appropriate to a position where public contact is involved, and the maintenance of good public relations is essential.
3. Ability to effectively use the Internet, search engines, and social media tools.
4. Broad understanding of Wisconsin art and museums.
5. Ability to effectively present information and respond to questions from individuals and groups.
6. Ability to work independently and as part of a team to organize and prioritize work.

Physical Requirements:

1. The Cedarburg Art Museum is located within a historical mansion and is not currently ADA accessible.
2. Reliable transportation and occasional local travel are necessary.
3. Must be at least 21 years of age; ability to hold and maintain a bartender's license (training provided by the museum) to assist with events and festivals.

Mental Requirements:

1. Analytical Skills: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information and resources available when making decisions.
2. Planning and Organization Skills: ability to solve problems or identify opportunities; establish systematic methods of accomplishing goals.
3. Communication Skills: effectively communicate ideas and information both in written and verbal format.
4. Time Management: set priorities and meet assigned deadlines.

Technical Skills

1. Workplace Software: Microsoft Office, G-Suite, Square, Canva
2. Communication & Collaboration Software: Zoom, Microsoft Teams, Google Meet

Work Environment

1. Mostly inside work environment; occasional outside work during revenue-generating events or community festivals.
2. Noise level is moderately quiet.
3. Work hours include some evening and weekend events as needed.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.