



The Sailing Museum  
Special Events Manager  
Full Time Exempt/Permanent

The Special Events Manager is responsible for selling, promoting, organizing and executing all events at The Sailing Museum in Newport, RI. Events include (but are not limited to) corporate receptions, dinners, private celebrations, cocktail receptions, donor events and rehearsal dinners. This public-facing position will manage all aspects of event management and will demonstrate excellent customer, donor and member relations.

Responsibilities:

- Support the mission of the Museum by ensuring overall successful coordination of events annually, ranging in size from 10 to 300 guests.
- Manage and execute events - from scheduling through completion, including managing events calendar, coordinating site visits with clients and vendors, serving as primary point of contact with preferred caterers, being on-site to ensure smooth set up and break down of rentals and communicating all details with Museum staff.
- Identify, solicit and work to secure prospective local and national clients, obtain additional vendors, meet departmental goals, and ensure successful event experiences.
- Generate event sales in fulfillment of departmental targets and provide monthly reports to the Executive Director.
- Coordinate with Communications and Marketing Manager to develop and create advertising, promotions, collateral materials, and website presence for events.
- Successfully develop, administer, and track event budgets.
- Function as liaison among Private Event clients, vendors, and Museum staff.
- Supervise events - including outside business hours, evenings, and weekends when needed.
- Plan and execute major and minor Museum-sponsored events.
- Assist in creating new revenue-generating events surrounding Museum-wide initiatives.
- Represent the Museum at industry events.
- Perform other duties as assigned.

Success in this role requires coordination of activity with myriad diverse internal and external cohorts to ensure outstanding customer service from start to finish. This position works primarily Monday through Friday with flexibility for evening and variable hours based on Museum needs. Onsite attendance is essential to perform the duties of this position.

Experience & Education:

- Bachelor's degree.
- Excellent interpersonal skills required.
- 5+ years' experience in event sales and management preferably at a museum, cultural institution or event venue is desired but not required.
- Strong organizational abilities, including prioritizing attention to detail and professionalism.
- Working knowledge of Microsoft Office Suite.
- Proactive approach, creative thinking and professional enthusiasm are strongly encouraged.

This is a full-time position that offers a competitive nonprofit salary and benefit package commensurate with experience. Annual base salary of \$50,000 plus bonus pay based on quarterly revenue goals.

Applications:

Email cover letter and resume to [jobs@thesailingmuseum.org](mailto:jobs@thesailingmuseum.org) please attach pdfs of your cover letter and resume, titled with the position and your last name, email subject with Special Events Manager. No phone calls or solicitations, please. The Sailing Museum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment.