**Special Events**

**Projects/work assignments**:

* Rental Program (take inquiries, assist with scheduling, update rental documents, etc.)
* Assist department with administrative tasks (event list collection, invoices, filing, processing payments, etc.)
* Assist with coordinating one Membership event (work with the membership department and catering to organize schedule, rentals, etc.)
* On-site assistance with events (events may include internal, external, and fundraising events)

**Skills and qualifications required including technology skills**

* MS Office applications (Word, Excel, Outlook, PowerPoint)
* Database experience (Raiser’s Edge)
* Google forms

**Training to be provided**

* Fundraising events – website updates, ticket processing, event coordination
* Corporate events – assist with inquiries, budgets, catering and rentals
* Exhibition Openings – list collection from all museum departments, reports

**Outcomes**

* Raiser’s Edge experience
* MS Office applications (Word, Excel, Outlook)
* Coordinating events