

Meetings & Events Manager

The American Alliance of Museums seeks a detail-oriented Meetings & Events Manager to manage logistics for AAM's virtual and in-person events including the AAM Annual Meeting & MuseumExpo, Museums Advocacy Day, and virtual conferences and webinars. In this role, you will collaborate with a dynamic team representing the world's largest association of museums and museum professionals, working to provide leadership, advocacy, and service to its membership and the field at large. If you are seeking to grow your meeting planning career and have an interest in museums, consider joining our team!

We are a small but mighty team committed to continuous learning and fostering an inclusive and equitable workplace. We currently operate under a hybrid work schedule that includes remote work and in-person work at our Arlington, VA office approximately 1-2 days per week. Candidates must reside in the DC metro area (DC, MD or VA) and be able to provide proof of COVID-19 vaccination on their first day.

About the position: Reporting to the Assistant Director, Meetings & Events, the Manager manages logistics and provides assistance to the Assistant Director of Meetings & Events in the planning and implementation of AAM's Annual Meeting & MuseumExpo, which has an annual attendance of approximately 3000-5000; multiple keynotes; committee meetings, learning excursions, and networking events; and 200,000 gross square feet of exhibit space. The Manager also provides logistical expertise and support for Museums Advocacy Day, quarterly Board and Accreditation Commission meetings and other in-person and virtual events.

Salary is \$65,000 annually and the position is eligible for a robust benefits package including: Health, Vision, Dental Insurance with generous employer contributions on cost sharing; Generous vacation, sick and personal leave; 403(b) Retirement Plan with matching employer contribution; Telework/flexible schedules when appropriate; Access to onsite, state-of-the-art gym/showers/bicycle storage; and more.

Skills and qualifications: Prior work within an educational, association, or not-for-profit environment, or meetings and/or event registration experience; project management experience with a strong eye for detail; ability to multi-task and see projects from start to finish; financial management skills including reconciling invoices; budget tracking and familiarity with reading contracts; should be able to create detailed specs for vendors, food & beverage, and room setups; produce registration and ticketed event reports; able to manage the logistics of multiple volunteer and affiliate business meetings and events; strong organizational skills, with an ability to effectively communicate with colleagues, vendors, members and all stakeholders. Must be able to travel approximately 3-4 times annually within the United States; have a strong commitment to diversity, equity, accessibility, and inclusion; interest in contributing to a workplace environment that values DEAI and is actively working to enhance DEAI competencies of staff. Familiarity and/or strong interest in museums preferred. AAM is particularly interested in candidates who can complement our DEAI work by offering unique perspectives and understanding of issues impacting groups that have been traditionally under-represented in the museum field.

How to apply: To encourage a broad pool of candidates with various backgrounds to apply and to foster an equitable recruitment process, we are applying some principles of "blind hiring." To apply, please submit one document in PDF format to hr@aam-us.org, using "Meetings" in the subject line that includes the following:

1. As part of your application, please include your resume, but do not include personal identifiers such as your name or address. Please include education but omit school names and graduation years. Please include your email address.
2. In lieu of a cover letter, please provide responses to the following questions as part of your application (no more than 2 pages):
 - a. Detail any specific experience in managing logistics for meetings and events.
 - b. Describe your financial management experience including reviewing contracts and reconciling invoices.
 - c. Please share how your lived experience connects to or enhances your ability to contribute to AAM's DEAI work.

Applications received by **September 16, 2022**, will receive full consideration from our hiring team. Applications will be evaluated based on the content of the replies and the ability to communicate clearly. Candidates who are selected for further screening will be contacted by email within two weeks after this deadline. We expect to conduct interviews beginning mid-September. Due to the large number of applications AAM receives, we can only contact those candidates selected for further screening. Please contact Human Resources at hr@aam-us.org if you need an accommodation in submitting your application.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. AAM values a diverse and inclusive workplace, so if you are excited about this role but your experience doesn't align perfectly with all of the qualifications, we encourage you to apply anyway. You may be just the right candidate for this or other opportunities.

About the Alliance. The American Alliance of Museums, a 501(c)(3) non-profit organization, is a trusted leader, partner, and advocate for museums, representing art, history, and science museums, as well as aquariums, zoos, and botanical gardens. With a budget of \$10M and staff of 40, the Alliance provides leadership, advocacy, and service to its membership and the museum field. Headquartered in Arlington, VA, the Alliance is an equal opportunity employer and values a diverse workplace. For more information, please visit www.aam-us.org.