ASSISTANT DIRECTOR, MEETINGS & EVENTS

The American Alliance of Museums is currently seeking an Assistant Director, Meetings & Events, who is highly capable and possesses excellent meeting and logistical skills. This position will be a valuable addition to our dynamic Learning department, which is dedicated to providing engaging in-person and online experiences that cater to the ever-changing requirements of museum professionals.

At AAM, we are a small yet powerful team that prioritizes continuous learning and fosters an inclusive and equitable work environment. Our love for museums drives our passion to support talented professionals within the industry by offering top-notch resources and programmatic experiences. We currently operate on a hybrid work schedule, allowing for a combination of remote work and in-person work at our Arlington, VA office.

To be eligible, candidates must reside in the DC metro area (DC, MD, or VA) and must be able to provide proof of COVID-19 vaccination on their first day of work.

About the position: In collaboration with internal and external stakeholders, the Assistant Director of Meetings & Events will direct the logistical aspects of the American Alliance of Museums’ in-person and virtual conferences and meetings. All AAM events are designed to share knowledge and expertise, facilitate professional peer connections, and highlight the essential role of museums in society. These convenings include the AAM’s Annual Meeting and MuseumExpo, the largest annual gathering of museum professionals in the world (May); the annual Museums Advocacy Day (February); emerging virtual learning events/programs; and quarterly Board and Accreditation Commission meetings, as well as other in-person and virtual convenings that occur from time to time.

The Assistant Director is a detail-oriented and highly collaborative project manager who works across the Alliance, both internally with staff and externally with volunteer leaders, partners, and a variety of vendors, to plan and host professional meetings that align with AAM’s strategic framework. The Assistant Director is skilled in negotiation and the management of vendors, projects, and budgets. Reporting to the Director of Meetings & Learning Programs, the position joins a Manager, Meetings & Events to ensure year-round learning and engagement opportunities for museum professionals are of the highest quality, center equity, and advance the organization's business model.

Salary is targeted at the high 70s 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; Access to onsite, state-of-the-art gym/showers/bicycle storage; and more.

Skills and qualifications: A minimum of three years of in-person meeting planning experience with expertise and success in managing people, budgets and logistics of 5,000-person professional conferences, CMP and DES preferred. Strong negotiation skills, vendor management skills, and a thorough understanding of meeting contract liability issues. Excellent project management and budget management skills with ability to handle multiple tasks efficiently in a fast-paced environment; Asana or other project management software experience a plus; Excel or other spreadsheet experience a plus. Strong written and oral communication skills. Knowledge of budgetary processes and expertise in annual budget preparation. Interest in and a commitment to diversity, equity, accessibility, and inclusion required; enthusiasm about
contributing to a workplace environment that values DEAI and is actively working to enhance DEAI competencies of staff.
AAM welcomes candidates who are enthusiastic about contributing to a workplace environment that values diversity, equity, accessibility, and inclusion (DEA) and who offer unique perspectives and understanding of issues impacting groups that have been traditionally underrepresented 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 “Assistant Director, Meetings & Events” 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. Please submit a cover letter that:
   a. responds specifically to each of the “skills and qualifications” listed here,
   b. includes any additional work or lived experience you believe informs this role,
   c. offers how your perspective would enhance a workforce that values DEAI
   d. append and annotate any relevant programmatic assessments, materials, and/or links to educational programs you had a hand in crafting.

Applications received by July 28, 2023 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 of this deadline. 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.