

Assistant Manager, Meetings and Events

The American Alliance of Museums is seeking an Assistant Manager, Meetings & Events that will support the planning and execution of AAM's meetings and events—including in-person and virtual conferences and online learning such as webinars—that are designed to share knowledge and expertise, provide opportunities for developing professional connections between peers, and highlight the important role museums play in our local communities and the world. This includes three of AAM's signature events—the AAM Annual Meeting & MuseumExpo, the largest annual gathering of museum professionals in the world (with an annual attendance of 3000-5000); Museums Advocacy Day (with an annual attendance of 300-500); and the virtual Future of Museums Summit (800 attendees in 2023, its inaugural year).

About the Position: The assistant manager is responsible for supporting the logistics for these, and additional events that may occur from time to time, including executing project plans, strictly adhering to timelines and deadlines, collaborating with internal and external stakeholders, and coordinating related services (e.g., registration, meeting space, accommodations, food & beverage, audiovisual & tech, accessibility). The position may support the management of temporary staff, volunteers, and/or contract support. The coordinator is a detail-oriented and collaborative project manager who works across the Alliance under the supervision of the Director, Meetings & Learning Programs. The starting salary \$60k. Hybrid work options are available. Must be local to the DC, Maryland, and Virginia metro area. Hybrid work options are available.

Skills and Qualifications: The ideal candidate for the Assistant Manager, Meetings & Events position should have previous experience in educational, association, or not-for-profit environments, with a strong background in meetings and/or event registration. They should possess prior project management experience, demonstrating keen attention to detail and the ability to manage multiple projects concurrently from initiation to completion. Financial management skills, including reconciling invoices and budget tracking, are crucial, as is the ability to read contracts. Exceptional organizational skills, effective time management, and excellent oral and written communication skills are essential for effective collaboration with colleagues, vendors, members, and stakeholders. The candidate must excel in both independent work and team collaboration, demonstrating initiative, self-motivation, and a commitment to diversity, equity, accessibility, and inclusion. An interest in or familiarity with museums is preferred. Additionally, the candidate should be willing to travel approximately 3-4 times annually to fulfill the role's requirements.

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.” Please follow the directions below when submitting your application materials:

- Submit a single document in PDF or Word containing a cover letter and resume to: hr@aam-us.org, using “AM, Meetings and Events ” in the subject line. Please do not include your name or address. Please include education but omit school names and graduation years. Include your email address as the only personal identifier. Please include your salary requirements and availability to start.
- As part of your cover letter (no more than two pages), provide examples of how you have successfully managed large scale events/meetings for an organization.

Complete applications received by **March 29, 2024** will receive full consideration. Candidates who are selected for further screening will be contacted by email within two weeks after this deadline. Due to the large number of applications AAM receives, we will only contact candidates selected for further screening. Please contact Human Resources at hr@aam-us.org if you need accommodation in submitting your application.

About the Alliance: The American Alliance of Museums, a 501(c)(3) non-profit organization, is a trusted leader, partner, and advocate for museums and works to build a field that includes dynamic and diverse individuals, institutions, and communities. With a budget of \$10M, the Alliance provides leadership, advocacy, and service to its membership and the museum field, which includes a broad range of museums, from art to zoos. The Alliance is an equal opportunity employer and values a diverse workplace. For more information, please visit www.aam-us.org