



## AGA KHAN MUSEUM

### **Events Coordinator**

The Aga Khan Museum, located in Toronto, is a public institution dedicated to the arts and cultures of Islam in all their historic and geographic diversity. The Museum's mission will be to inform, educate, and inspire audiences from all cultures by presenting art created in the Islamic world throughout the past fourteen centuries, along with current paths of artistic practice and cultural development. The Museum is currently scheduled to open later this year.

#### **Purpose of Position**

As the newest architectural addition to the Toronto arts scene, it is anticipated that the Aga Khan Museum will be the venue of choice for a range of private events such as black-tie galas, corporate functions, small-scale boutique engagements, and other events. The Events Coordinator will be responsible for the production of events from conception through to completion. The incumbent will lead the planning, coordination, delivery, and evaluation of the Museum's facility rentals and event-planning services. Working with internal staff, the Coordinator will be the principal conduit through which all event-planning communications will be handled.

#### **Key Responsibilities**

##### **Event Planning and Production**

- Produce detailed proposals for events (e.g., timelines, venues, suppliers, legal obligations, staffing, and budgets).
- Liaise with clients to ascertain their precise event requirements to achieve quality event productions.
- Assist with negotiations for space contracts and book event space, arrange food and beverage, order supplies and audiovisual equipment, order event signs, and ensure appropriate decor (floral, linens, color schemes, etc.) to meet the quality expectations of the clients.
- Liaise with vendors on event-related matters.
- Coordinate staffing requirements and lead staff briefings for every event.
- Create and revise room layouts and plan the entertainment program for each event.
- Propose new ideas to improve the event-planning and implementation process.
- Conduct research and find resources to help clients make decisions about events.
- Prepare nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, as applicable.
- Assist external Event Planners and the Business Development Manager with managing on-site production.
- Coordinate vendors, handle client queries, and troubleshoot on the day of the event to ensure that everything runs smoothly.
- Oversee the efficient dismantling and removal of the event and the clearing of the venue.
- Conduct post-event evaluation (including data entry and analysis and producing reports for event stakeholders).



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### **Event Administration**

- Prepare budgets and provide periodic progress reports to the Business Development Manager for each event project.
- Create event order using established software and ensure event orders are accurate.
- Distribute event orders and change logs and ensure facts related to upcoming events are communicated to all departments concerned.
- Keep track of event finances, including cheque requests, invoicing, and reporting.
- Coordinate appointments and visits of prospective clients, as well as the scheduling of events.
- Research and solicit new and existing accounts/customers to increase catering business on a daily basis.
- Prepare and modify event contracts as requested.

### **Education, Knowledge, and Experience**

- Minimum two years of experience coordinating special events with catering. Preference will be given to candidates with knowledge of Artifax Booking Software systems (or other comparable booking systems).
- Bachelor degree preferred. Significant work experience can substitute for the degree.
- Ability to manage multiple projects and work assignments among a variety of staff and volunteers.
- Ability to accomplish projects with little supervision.
- Proficient in using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges.
- Superior customer service ethic and high standards of quality.
- Excellent communication skills, including writing, proofreading skills, and speaking.
- Excellent interpersonal skills both in person and by phone.
- Available to work weekends and holidays occasionally.

### **To Apply**

Please send your cover letter and résumé to [akm.hr@akdn.org](mailto:akm.hr@akdn.org) on or before June 20, 2014.

The Museum thanks all those who apply. However, only shortlisted candidates will be contacted.