



Smithsonian Institution

Special Events and Gala Assistant National Portrait Gallery

Come join a team of dedicated staff at an exceptional time in Smithsonian history, as the Institution continues a comprehensive strategic plan, expands the programming, educational, and scholarly activity of its museums and research centers, and completes its very first Institution wide fundraising campaign.

The museum has significantly grown its advancement department in the last two years and, as a result, has seen dramatic increases in fundraising performance. Our goal is to maintain this rate of growth beyond the museum's \$25 million comprehensive campaign, which concludes at the end of 2018, the Portrait Gallery's 50th anniversary year. This position offers excellent opportunities for the successful candidate to make a significant impact on the future of the National Portrait Gallery.

The National Portrait Gallery is seeking a talented Special Events and Gala Assistant with exceptional event planning skills. These will include corporate and revenue-generating events, and assisting with planning the third biennial American Portrait Gala in November 2019.

Reporting to the Special Events Manager, the Assistant will coordinate with the museum's Director, the Director of Advancement, the Gala's Co-Chairs, and the offices of communications, exhibitions, curatorial affairs, government relations, and others. The incumbent must be tactful, diplomatic, nimble, and able to respond quickly with creative solutions to time-sensitive problems.

The Special Events and Gala Assistant will:

- Organize corporate and other revenue-generating events for the NPG
- Meet client representatives; guide them through the museum, and document clients' event purposes and requirements. Develop event proposals to meet clients' needs to host events with NPG
- Be aware of current industry trends to plan events accordingly, and market spaces to fit these needs
- Maintain working relationships with businesses, government relations, special events and planning communities for the purpose of encouraging support for the NPG.
- Assist managing the America Portrait Gala timeline, budget, goals, pricing, and entertainment plan
- Assist with project management of the Gala on a daily basis
- Prepare materials for regular Gala planning meetings, including agendas, notes, and follow-up actions

- Assist with fundraising letters, including highly personalized solicitations to top prospects
- Liaise with event planners, vendors, and honorees
- Assist with the design and execution of smaller donor cultivation events leading up to the Gala
- Maintain a comprehensive and detailed knowledge of the Smithsonian's infrastructure, policies, and procedures

Qualified candidates must have a bachelor's degree, at least two years of experience in an events or fundraising office, and experience working on a high-profile fundraising event, preferably one that raised \$1 million or more at a large cultural institution or arts-related nonprofit. Superior communication skills and experience working directly with high-level donors and arts patrons is essential. This position is located in the Office of Advancement at the National Portrait Gallery. Occasional evening and weekend work is required.

The National Portrait Gallery tells the multi-faceted story of America through the individuals who have shaped its culture. Through the visual arts, performing arts and new media, the Portrait Gallery portrays poets and presidents, visionaries and villains, actors and activists whose lives tell the American story.

The Smithsonian Institution is a unique complex of 19 museums and galleries, the National Zoological Park, and nine research centers. The Smithsonian is a national and world treasure and is dedicated to its founding mission, "the increase and diffusion of knowledge." Its exhibitions, programs, collections, and outreach touch the lives of millions of Americans every year, as well as many who visit us from abroad.

The Smithsonian Institution offers a competitive salary and a comprehensive package of benefits. This is not a Federal Position, but has similar requirements and benefits. To learn more about the Smithsonian, please visit www.si.edu. Interested candidates should submit their resumes and a cover letter to oastaffing@si.edu by December 30, 2018.

The Smithsonian Institution is an equal opportunity, affirmative action employer. Candidates of all backgrounds are encouraged to apply.