



Marketing & Events Coordinator

Part-time

25 hours / week

\$21/Hourly, with additional event commission

Position Summary:

The Marketing and Event Coordinator plays a vital role in promoting the mission, exhibitions, and programs of Elmhurst Art Museum. Working under the Manager of Individual Giving, this position is responsible for developing and executing marketing strategies across platforms, coordinating with an (external) public relations team, and planning, managing, and executing museum events, and rentals. The Museum is at an exciting moment to reimagine its website and social media presence and the coordinator will be essential to implementing that vision and overseeing the proposal process. As part of a small team, the coordinator must be flexible, collaborative, and enthusiastic about the arts and community engagement.

Key Responsibilities:

Marketing & Communications (60%)

- Co-develop with board and staff members a comprehensive marketing plan to promote exhibitions, public programs, classes, and museum membership initiatives.
- Create and manage content for social media platforms, website, email newsletters, and print materials.
- Work with Elmhurst Art Guild to share promotional content between organizations.
- Design and work with volunteers to distribute promotional materials including flyers and postcards.
- Maintain and update the museum's events and programs listings on 5-8 community event calendars.
- Track and analyze marketing metrics (engagement, attendance, digital reach) and report on campaign effectiveness.
- Coordinate with our contract Public Relations firm to place content with media outlets and host press previews.
- Support brand consistency and ensure visual and written materials align with the museum's voice and identity.

Event Planning & Coordination (30%)

- Assist with and execute public programs and special events including exhibition receptions, artist lectures, and members activities.
- Coordinate logistics including vendor management, catering, signage, set-up/breakdown, and event staffing.
- Serve as the primary point of contact for external event rental inquiries.
- Work with the Manager of Individual Giving on donor/member events and sponsorship activation, including the annual Fall fundraiser.
- Lead and manage the production of the annual Spring art festival, Art in Wilder Park.
- Manage RSVP lists, event registrations, and post-event surveys or feedback collection.
- Acquire on average (6) Museum Rentals a year.
- Events Manager receives 10% Commission on Museum Rentals.

Administrative & Cross-Departmental Support (10%)

- Collaborate with curatorial and education teams to support promotional efforts for exhibitions and educational programs.
- Assist in maintaining mailing lists, member databases, and community contacts.
- Attend and support events outside of regular business hours as needed.

Qualifications:

- Bachelor's degree in marketing, communications, arts administration, or a related field (or equivalent experience).
- 2+ years of experience in marketing, public relations, and/or event planning, preferably in a cultural or nonprofit setting.
- Strong written and verbal communication skills.
- Proficiency with social media platforms, email marketing tools (e.g., Mailchimp), and basic graphic design (e.g., Canva, Adobe Creative Suite).
- Excellent organizational skills, attention to detail, and ability to manage multiple projects simultaneously.
- Comfortable working independently and as part of a small, collaborative team.
- Passion for the arts and commitment to community engagement.

Skills and Abilities:

- Proven track record supporting diverse constituencies and leading large and small-scale events.
- Demonstrated ability to work independently and exercise sound judgment.
- Ability to be an enthusiastic spokesperson that fosters teamwork. Ability to work cooperatively with others to set goals, resolve problems, and make decisions to ensure museum events run smoothly.
- Ability to set priorities, develop task schedules, and monitor progress towards revenue goals.
- Excellent oral and written communication skills.
- Ability to work and interact tactfully and effectively with representatives of various organizations, the public, and museum staff under extreme pressure, balancing competing needs and timeframes.
- Must be willing to work flexible evening and weekend hours.
- Must be able to lift and carry up to 40 pounds as part of job duties.

How to Apply

To apply, send cover letter and resume to employment@elmhurstmuseum.org.

The Elmhurst Art Museum is an equal opportunity employer. A balance of art, education, and architecture programming is central to our efforts of inspiring and enriching our community. We strive to hold public art events, as well as educational hands-on activities, related to rotating contemporary art exhibitions and the celebration of the McCormick house, a rare single-family home designed by iconic architect, Mies van der Rohe. The Elmhurst Art Museum is located in Elmhurst (IL), 25 minutes from downtown Chicago by public transportation (Metra).