



JOB DESCRIPTION

Job Title:	Special Events Coordinator
Classification:	Part-time; Non-Exempt
Compensation:	\$20-25/hour based on experience
Schedule:	Average 20-25 hours per week; some evenings and weekends required
Reports to:	Vice President, Development

ORGANIZATIONAL SUMMARY:

Asia Society Texas (AST) believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

POSITION OVERVIEW:

The Special Events Coordinator is a key member of the development department and responsible for critical areas associated with AST's major special events and programs.

- Management of Tiger Ball, AST's premier gala, generating 30%+ of fundraising revenue each year, including coordination of all vendors for catering, décor, tent, A/V, etc., and event timeline.
- Management of Huffington Award Luncheon, AST's largest Business and Policy event held annually, including coordination of all vendors and event timeline.
- Management of activities related to on-site and off-site donor-centered receptions and other events from planning to execution. At times, this includes assisting the Programs Department in execution of program-related stewardship events (10-15 per year).
- Management of luncheons and receptions related to signature programmatic series, such as Women's Leadership Series (anticipated 9 per year).

RESPONSIBILITIES:

The Special Events Coordinator oversees the logistics and conceptualization of fundraising events (large and small) and forges effective cross-department collaboration in the execution of events related to major programming areas, including the Women's Leadership Series and the Huffington Award Luncheon. Other department-related duties will be assigned from time to time. Responsibilities include:

- Prepare and maintain event budgets, including preparation of expense projections, tracking of outgoing expenses, finding cost-saving solutions, and ensuring timely vendor payments.
- Manage and maintain all vendor relationships: negotiating services, oversight of service delivery.



- Coordinate between various AST departments to ensure positive execution of events, including proper scheduling of vendor activities.
- Attend, oversee, manage, and execute all events being coordinated by the Special Events Coordinator including daytime, evening, and some weekends.
- Work with a diverse group of people, including high-profile and high-net worth individuals, and interface with all levels of management while maintaining confidentiality.

QUALIFICATIONS:

- Bachelor's degree preferred.
- Three or more years of experience in events management or other nonprofit work, with proven track record of successfully managing logistics involved in planning and executing complex events.
- Excellent administrative, telephone, organizational, and interpersonal skills, with strong working knowledge of computer software such as Microsoft Office and event management software. Familiarity with Social Tables a plus.
- Ability to adhere to deadlines and demonstrate flexibility in meeting shifting demands and priorities.
- An understanding of and an ability to articulate the accomplishments and goals of an organization like AST.
- Interest and background in Asian cultures and/or foreign affairs.

PERSONAL CHARACTERISTICS:

- Good oral and written communications skills.
- Self-starter, with strong ability to set priorities and manage multiple tasks.
- Willingness to interact with the public in a professional, courteous manner.
- Ability to work collaboratively with entire development team on joint projects.
- Out-of-the-box thinking regarding event planning and execution.
- Organized and accurate, with attention to detail.
- Deadline-oriented, displaying a high level of ethics and integrity.
- Commitment to values of equity, diversity, and inclusion.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.



While performing the duties of this position, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The employee must be comfortable traveling within Houston to conduct outreach, thus must have reliable transportation.

The noise level in the work environment is usually moderate.

RELOCATION:

Asia Society Texas does not provide compensation for interview travel or relocation expenses.

HOW TO APPLY:

Please email your cover letter and resume to: HRDept@asiasociety.org. Indicate job title in the subject line.

*Please know that COVID-19 vaccination is required.

Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.

Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.