



NICOLAYSEN ART MUSEUM

400 E Collins Drive, Casper, WY 82601

(307) 235-5247

info@thenic.org

POSITION TITLE:

Events and Community Coordinator

REPORTS TO:

Executive Director

JOB BRIEF:

The Events and Community Coordinator is responsible for planning, developing, and coordinating events, facility rentals, and activities for the museum. Key duties include organizing and managing events, and rentals; soliciting donations and sponsorships for NIC Fest, Annual Gala, and special events; assisting in membership and donor development, cultivation and stewardship, including coordination of outreach activities; and planning special projects and events. As a member of the Nicolaysen Art Museum team, this position will support all departments with other duties as assigned.

JOB DESCRIPTION:

Strategic Action & Planning:

- Serve as an enthusiastic and professional ambassador for The NIC.
- Work with the Executive Director to formulate, implement, and track the annual budget for the events department, NIC Fest, and Gala in coordination with the Executive Director.
- Organize and execute a diverse calendar of community events across the year.
 - Coordinate the logistics and execution of the Annual Gala, Art Auction, and Dinner, and NIC Fest.
 - Partner with leadership to coordinate logistics for special internal and partner-led events, such as seasonal open houses, the First Thursday Art Walk, piano recitals, Chinese Lunar New Year, and Día de los Muertos.
- Handle all aspects of event production, including event volunteer oversight, vendor relations, setup, operations, and cleanup.
- Coordinate, acquire, and work private facility rentals for conferences, weddings, celebrations of life, and parties with the approval of the Executive Director.
 - Develop and grow the museum's facility rental program.
- Remain updated on shifting event trends

Membership & Donor Systems Management:

- Work with the Office Manager and Visitor Services to ensure timely renewal notices and appreciation for supporters.
- Assist in maintaining an up-to-date and accurate mailing list, email list, and preferred vendor list.
- Expand and strengthen the museum membership initiative, creating new pathways for donor acknowledgement and retention through special events and incentives.

Donor Cultivation and Stewardship:.

- Solicit and secure corporate, foundation, and individual sponsorships for all special events and annual museum activities.
- Work closely with museum staff to develop tailored sponsorship packages, planned legacy giving packets, and other compelling proposals.
- Oversee the full execution of sponsorship benefits and guarantee accurate donor recognition across print and digital media.
- Assist Executive Director in building and nurturing meaningful, long-term relationships with current, past, and prospective individual and corporate donors.
- Work with senior staff to develop and coordinate comprehensive donor relations and stewardship programs, including the planning of exclusive cultivation and recognition events.

PHYSICAL & SCHEDULE REQUIREMENTS:

- Ability to lift and carry up to 50 pounds.
- Comfortable performing physical work, including setting up, tearing down, and cleaning up after events.
- Ability to stand, walk, bend, and lift for extended periods during events.
- Ability to work outdoors in a variety of weather conditions.
- Willingness to work evenings, weekends, and extended hours during the busy summer event and rental season and some weekends in the winter.

HOURS & BENEFITS:

- Full-time position
- Annual salary: \$37,000–\$40,000, depending on experience
- Health and dental insurance
- Paid Time Off (PTO starts at 80 accrued hours annually)
- 10 paid holidays

- Benefits include a flexible, mission-driven work environment where you'll have the opportunity to make a meaningful impact in the Casper arts and culture community.

REQUIRED QUALIFICATIONS:

- Events organization, planning, and execution experience.
- Excellent written and verbal communication skills.
- Strong organizational and project management skills.

PREFERRED QUALIFICATIONS:

- Five or more years of nonprofit fundraising and/or event management experience.
- Catering and/or service experience.
- Experience managing databases.
- Bachelor's degree in nonprofit management, communications, marketing, business, arts administration, or a related field.

EQUIPMENT USED:

Standard office equipment: computer, printer, copier, postage meter, folding machine, etc.

HOURS:

Full time. Additional hours will be required during special events.

EQUAL OPPORTUNITY EMPLOYER:

The Nicolaysen Art Museum is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive workplace for all employees. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status under applicable law.