

MUSEUM MACAN

Job Description

VENUE & EVENT MARKETING OF PT GALLERI MUSEUM MACAN

Reporting : • Reports directly to Director.

Key Responsibilities	Details
<u>Event Management</u>	• Work with clients to develop event plans that are suitable with the unique museum environment ensuring the organization's strategic initiatives are met. • Work with and negotiate with preferred vendors and suppliers. • Coordinate all operations of the Event Management Division, working effectively with internal event coordinators and internal staff. • Supervise all internal and external event staff as required (event coordinators, caterers etc.) • Ensure that client event plans are prepared and approved in a timely manner prior to events, coordinating with clients to ensure that all museum policies are adhered to at all times. • Ensure smooth setup and running of events and resolving any problems that might occur. • Analyze the event's success and prepare reports.
<u>Administration, Financial Management</u>	• Ensure compliance with the policies of the museum to ensure that activities are compatible with the unique museum environment and that the organization's strategic initiatives are met. • Oversee the management planning, preparation, monitoring and administering of plans for the Events Division. • Reach budget KPIs and contribute to setting annual targets. • Prepare budgets and ensure adherence. • Assist management in setting and reviewing pricing standards. • Recommend opportunities to grow and develop new revenue streams for the museum. Financial and record keeping • Ensure proper financial management of the Venue and Events Division with respect to procurement, account keeping and taxation. • Oversees the preparation of financial reporting documents relating to the Venue and Events Division for the BOD. • Ensure accurate records are kept within the Event Division and reports are accurate and produced in a timely manner. • Create and manage agreements between clients and PT GMM.

<u>Marketing</u>	• Develop annual marketing plans and budget planning for the Venue and Events Division. • Lead the preparation and planning of marketing campaigns, develop effective copy and work effectively with the Museum's Design and Communications department as required. • Build strong relationships with potential clients or potential partnership needs for event or businesses in Museum. • Met the annual target revenue Venue and Events Division. • Developing and managing the rental venue at Museum. • Conduct tours to prospective Clients.
<u>Clients Relationship</u>	• Work with clients on event planning to problem solve and negotiate as required. • Ensure the Museum's preferred suppliers were contracted, as required, • Serve as part of cross-departmental teams that deliver superior guest experiences, drives partnerships and promotes the Museum MACAN mission. • Developing, maintaining and promoting positive and professional relationships with internal staff, volunteers, members, vendors, contractors, media, the public and community partners rental and catering commission budget and ensuring the organization's strategic initiatives are met. • Supervising the Event Manager before, ongoing and after event.

<i>Qualification</i>	<i>Details</i>
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<u>Education & Experience</u>	• Minimum bachelor's degree in Management, Economics or any related degree. • Excellent communication skills, both verbal and written in both Bahasa Indonesia and English. • Have an excellent working understanding of the Small Events market. • Excellent interpersonal skills. • Strong customer service and client management skills. • Minimum experience 4 years in the same field.
<u>Behavioral Competencies</u>	• Excellent leadership and management skills. • Strong negotiation skills. • Developed knowledge of sales and marketing processes. • Excellent written and spoken communication skills. • Excellent project management and organizational skills. • Exemplary customer service ability. • Independent work, an ambitious "self-starter" • Strong analytical and problem-solving abilities. • Ability to prioritize multiple projects. • Detail oriented; organized and thorough. • Ability to develop and manage budgets.