

# PACE

Pace Gallery has a unique opportunity for a resourceful and innovative **Events Manager** to join our Communications & Public Relations team. As a member of our progressive and creative team, you will be responsible for developing and managing all aspects of both internal and external events in accordance with the overall vision and objectives of the gallery. You will be comfortable managing multiple deadlines simultaneously, will inspire those around you to excel, and have a passion for, and deep knowledge of, the arts.

In this role, you will:

- Plan, coordinate and execute all gallery related events including private dinners, external off-site gallery events, lectures and panel discussions.
- Manage and plan exhibition receptions, including full cycle event planning and facilitation.
- Work closely with vendors and internal departments to coordinate logistics for all gallery events and troubleshoot as needed.
- Working closely with relevant gallery staff, manage and maintain guest lists, including follow up and RSVP correspondence.
- Maintain and update gallery mailing lists and artists personal lists for internal and external events, and keep track of all invitations for future planning.
- Develop mailing lists in conjunction with sales and communications departments for gallery events and coordinate mailing of save the dates, invitations, etc.
- Maintain and develop the Communications department's contact database.
- Create and maintain calendar of gallery and art world related events.
- Work with the Graphics department to coordinate the production of exhibition announcement mailers and event invites.
- Provide event information to gallery staff to keep gallery website and social media updated.
- Research and establish relationships with venues for possible future use.
- Evaluate effectiveness of past events/venues.

Your qualifications:

- Bachelor's degree in Art History, or equivalent combination of education and experience.
- 3-7 years' experience in event planning in an arts-related field, gallery or museum experience highly preferred.
- Have a thorough knowledge of, and passion for, contemporary art.
- Excellent communication and interpersonal skills, with proven ability to take initiative and build strong, productive relationships.
- Must be extremely detailed oriented to work well in a fast-paced environment.
- Must be able to work both independently and as a team member.
- Flexibility to work evenings and weekends for events and/or as needed.
- Excellent computer skills including Microsoft Word, Excel and Outlook.

In addition to a dynamic and progressive work environment, Pace offers a competitive benefits package, including medical, dental and vision insurance, retirement plans with a company match, flexible spending accounts and commuter benefits. We encourage a healthy work/life balance and offer a generous vacation policy.

To apply for this position please submit a cover letter, resume and references to [jobs@pacegallery.com](mailto:jobs@pacegallery.com), with '**Events Manager**,' in the subject line. Applications without the requested materials will not be reviewed and only qualified candidates will be considered.

*Pace is proud to be an equal opportunity employer and will consider all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, Veteran status, or any other legally protected status.*

Position posted on 1/12/2018