



SPECIAL EVENTS AND SPONSORSHIP COORDINATOR

The Special Events and Fundraising Coordinator will assist with the planning and activation of IAMLA events, including the annual Taste of Italy, which takes place in October.

The ideal candidate is proactive and extremely organized, with excellent written and oral communication skills. Previous event planning experience and a track record procuring sponsorships is required.

ABOUT THE ITALIAN AMERICAN MUSEUM OF LOS ANGELES (IAMLA)

The Italian American Museum of Los Angeles is located in the Italian Hall overlooking Olvera Street in Downtown Los Angeles. Built in 1908, the Italian Hall is listed on the *National Register of Historic Places*. The IAMLA documents the history and ongoing contributions of Italian Americans and Italians in the context of our multi-ethnic nation.

JOB DESCRIPTION

The position's main goals and responsibilities include:

- Soliciting and procuring sponsorships
- Organizing all aspects of small- and large-scale public and private events, including permitting, interfacing with contractors and participants
- Building strong relationships with the public, sponsors, and partners
- Marketing and promotion
- Volunteer outreach and coordination

QUALIFICATIONS OF APPLICANT

The ideal candidate must have a Bachelor's degree, a proven track record of revenue generation and procuring sponsorships as well as a minimum of two years of experience in event planning and production. Strong office administration, multi-tasking, and time management skills required. Candidate should have a strong grasp of marketing and social media platforms as well as experience creating budgets management, and understanding permitting. Candidate must be able to work legally in the United States, possess a valid driver's license, lift 20 pounds, and be able to work in a physically active environment.

To apply: send a cover letter and resume to info@italianhall.org

Deadline for Application: December 20, 2021, 5:00 P.M. PT