

## **Position Available**

Title: Membership Benefits and Programs Senior Coordinator  
Reports To: Membership Manager, Membership & Guest Services  
Pay Type: Full-Time, Regular, Exempt, 35 hrs/week  
Salary: Commensurate with Experience and Education  
Benefits: Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts  
Work Schedule: Monday – Friday, 9am – 5pm  
Work Location: Montrose Building, a non-smoking facility

### **Responsibilities:**

- Monitors and ensures fulfillment of benefits at each level of membership.
- Determines strategies to grow interest and increase member participation.
- Provides oversight of membership sub-groups, such as Art Crowd, University Partnership Program, and Family level memberships.
- Coordinates and manages: membership preview events, ArtSmart events and behind-the-scene experiences for top-tier members, annual holiday event(s) for members, annual Member Appreciation Month event(s), and other events and programs that support the goals of the department.
- Develops materials and invitations—printed and electronic—related to programs and events, and coordinates distribution.
- Writes and submits member event listings for publications, e-blasts and website.
- Tracks and reports about attendance at each member event and program

### **Skills, Knowledge and Abilities:**

- Strong written and verbal communication skills
  - Strong organization skills
  - Must be a self-starter, must be energetic, enthusiastic, tactful, and professional
  - Excellent communication skills and personal skills for contact with the public and various department contacts within the museum
  - Able to manage a budget and maintain detailed records of invoices, expenses, and event income
- Attention to detail and follow-through
- Professional appearance and conduct
  - Willing and able to work evenings and weekends
  - Able to lift 50 pounds

### **Education and Experience:**

- Bachelor's Degree
- 3-5 years experience working in a cultural organization and/or planning special events
- Computer fluency in MS Office

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# MFA *The Museum of Fine Arts, Houston*

**How to Apply:**

Send resume to Human Resources, Job 18-002MGS, P.O. Box 6826, Houston TX 77265-6826;  
Fax 713-639-7597 or email: [jobs@mfah.org](mailto:jobs@mfah.org) or apply at <http://mfah.org/about/careers>

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