



AIR FORCE MUSEUM FOUNDATION, INC.

EVENTS ADMINISTRATIVE ASSISTANT POSITION OPENING

The Air Force Museum Foundation, Inc. seeks a full-time Events Administrative Assistant.

Introduction

The Air Force Museum Foundation (Foundation) was chartered in 1960 as a philanthropic corporation with the purpose of supporting the National Museum of the U.S. Air Force™ (Museum).

The Foundation works to raise funds and awareness in support of the Museum's mission - to inform and educate the public on the important role of the U.S. Air Force in the nation's defense. To date, the Foundation has raised over \$100M in philanthropic support from donors to fund the capital construction costs for the world's largest military aviation museum. In addition, donors help to restore aircraft, educate the public, install new exhibits, hold special events, support volunteers, and maintain a world-class collection.

Position Description

The purpose of the position is to serve as Events Administrative Assistant to perform administrative and sales duties for the Director, Events and in support of the Events Operations.

This position works under the direct supervision of the Director, Events. This position works closely with the other Events staff members. This position is non-supervisory, full-time, hourly, non-exempt.

Duties and Responsibilities

The Events Administrative Assistant will have the following areas of responsibility:

Administrative

- Receive incoming phone calls and visitors; refer them to appropriate person and/or answer inquires based upon personal knowledge of operations.
- Maintain department's operating filing system, forms, supplies and serve as information source for Director, Events.
- Maintain Event schedule to include but not limited to public, private Official USAF Use and AFMF meetings, events and conferences, both online and hardcopy.
- Process event information through event management software, maintaining calendars and communications with all parties involved.





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- Handle correspondence such as but not limited to: confirmations, event inquiries, invoicing, financial record keeping and internal communications.
- Manage accounts receivable including invoice preparation and follow-up on delinquent accounts.
- Prepare accounts payable invoices for processing/signature.
- Assist Director, Events with presentations to include but not limited to PowerPoint slides, preparation of supplementary materials, coordination of meeting invitations and conference room reservations.
- Update departmental phone messages as needed
- Provide agendas/minutes for the bi-weekly JBU meetings.

Marketing/ Group Sales

- Maintain databases to include but not limited to: convention bureaus, base organizations, reunion groups, event participants and business groups.
- Prepare and distribute marketing pieces to potential visitors, groups and other inquiries both online and hardcopy.
- Research groups planning future trips to the area, work with the Director to increase sales in events.
- Work with the Director, Events on future marketing efforts and cross-promotions, internally and with partners.

Operations

- Maintain sufficient knowledge of the event duties and responsibilities in order to provide assistance or handle meetings and events if needed. Demonstrate teamwork by assisting as needed for larger events.
- Process and follow through on Event leads, received through event management software, email or by phone, in cooperation with the Manager, Events.
- Assist Director, Events and Manager, Events support , to include but not limited to coordinating with NMUSAF Staff, AFMF Staff and Joint Business Unit.
- Manage all Official Use meetings/trainings.
- Coordinate reunion groups with the NMUSAF Reunion Specialist. NMUSAF will manage Memorial Services and tours and AFMF will manage all social events such as luncheons and dinners.
- Perform other duties as directed.





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Qualifications

- Flexibility, enthusiasm, and professionalism to work effectively with visitors, military leaders, corporate and community leaders, and Museum/Foundation constituents from all backgrounds.
- Self-motivated with the ability to exercise considerable independence in the performance of day-to-day duties.
- Demonstrated excellence in interpersonal, written, and oral communications.
- Customer-focused; service-oriented; team player.
- Highly detail-oriented; strong organizational skills; ability to manage multiple projects simultaneously.
- Computer literate; proficient with Microsoft Office suite.
- Familiarity with TripleSeat Event Management Software a plus.

Minimum Education and Experience Requirements

- High School degree at a minimum.
- Administrative experience preferred.
- Previous experience in event operations will enhance the ability to perform at a high level of success.

Compensation

- **Salary Range:** \$18/hour - \$19/hour
- **Benefits:** Health Insurance, Dental Insurance, Vision Insurance, Short-term Disability Insurance, Life Insurance, Employee Assistance Program, Paid Time Off (PTO) Leave, Paid federal holidays, 401K Plan with employer match of 100% up to 5% of employee salary.

Other Significant Facts

- The National Museum of the USAF is open seven (7) days a week. Candidate must be able to work to meet those needs, as necessary. Usual hours for this position are M-F; some evening and weekend hours will be required to support special events.
- The Air Force Museum Foundation performs background checks on 100% of its employees prior to hiring. Candidate must be willing to submit to a background check, as a condition of employment.
- The Air Force Museum Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local



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laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

- This is a non-DoD position with a private organization and does not require military service (including commission and enlistment).

Contact Us:

To apply for this position, please email Ms. Sarah Shatzkin at hire@afmuseum.com with your resume or application, and any other relevant information (cover letter, references, etc.).

