



### **Job Opportunity: Special Events and Engagement Coordinator**

The Chicago Architecture Biennial, which debuted in 2015 and the next iteration which will be held in the fall of 2017, seeks candidates for the Special Events and Engagement Coordinator. The Special Events and Engagement Coordinator will contribute to the administration and management of visitor engagement, volunteer coordination and manage the VIP program, including all special events throughout the run of the Biennial. The coordinator will work closely with the Executive team to identify strategies and benefits that provide meaningful engagement throughout the Biennial's diverse series of events and programs. Coordinator is focused on the cultivation and organization of events and programs for accredited guests and groups who visit the Biennial. Key audiences include, architects, artists, designers, arts and culture professionals, industry leaders, sponsors and funders. The Special Events and Engagement Coordinator is responsible for developing a comprehensive special event program that engages sponsors, partners, board members and leaders of the field

Candidates should have knowledge base in art and culture, design and/or architecture, with 3-4 years of experience. Coordinator must have experience managing large scale and high profile events, and managing diverse teams to produce success events and programs. The Chicago Architecture Biennial is a collaborative work environment which values diversity, inclusion, creativity and respect.

#### **Key requirements include:**

##### **Special Events and Programs**

- In coordination with the Executive Director, Director of Marketing, Biennial Team and key stakeholders, manage the opening weekend events and programs. Implement strategies to organize and manage and the VIP accreditation process.
- Work with key partners, sponsors and key stakeholders to develop a detailed calendar of VIP programs that occur during the three-month run of the Biennial. Coordinate calendar of events with Public Programs and Partnerships Coordinator.
- Administer special events and programs by organizing venues, caterers and invitation strategies. Organize onsite support staff and arrange all necessary travel arrangements / accommodations and other specific needs as required for success of each event.
- Manage the events schedule and develop itineraries for visiting VIPs and special partners.
- Manage communication and program timelines with Biennial partners to ensure each program is implemented successfully

- Act as main point of contact for all VIP inquiries

#### Volunteer and Tour Management

- Oversee and organize volunteers for all Biennial programs and events. Work closely with program staff to solicit and schedule volunteer support for all on-site programs at the Biennial. Manage schedules for all Biennial tours, including but not limited to, curatorial tours, daily tours and scheduling visiting group tours.
- Organize volunteer and tour guide orientation.

#### Engagement and Communications

- Work with communications teams to develop targeted strategies to promote special events and programs to ensure successful attendance.
- Devise methods to ensure CAB's ongoing engagement with VIPs, sponsors and stakeholders.

#### Administration

- Maintain and manage the special events calendar.
- Manage and maintain the contact database to ensure contact information remains up to date and communication strategies are streamlined.
- Work with Executive Director to establish budget guidelines for programs produced by CAB. Track expenses to deliver the program within the allocated budget.

#### **The ideal candidate will have the following skills, qualities and characteristics:**

Bachelor's Degree required, MA preferred; 3-4 years of experience producing events in a museum or cultural setting; strong research, writing, and communication skills; flexible and collaborative personality; experienced in public speaking; excellent organizational skills and attention to detail; ability to work in a fast-paced environment; computer and database experience. Ability to work evening and weekend hours for programs required. CAB supports a diverse and inclusive staff team and strongly encourages applications from people of color, persons with disabilities, women and LBTQA applicants.



### **About the Chicago Architecture Biennial**

The Chicago Architecture Biennial provides a platform for ground breaking architectural projects and spatial experiments that demonstrate how creativity and innovation can radically transform our lived experience.

A vision of Mayor Rahm Emanuel for a major international architectural event and an outcome of the comprehensive cultural plan developed by Chicago's Department of Cultural Affairs and Special Events, the 2015 Chicago Architecture Biennial was presented with significant support of BP and numerous other funders, and in partnership with the City of Chicago and the Graham Foundation.

Through its constellation of exhibitions, full-scale installations, and program of events, the Chicago Architecture Biennial invites the public to engage with and think about architecture in new and unexpected ways, and to take part in a global discussion on the future of the field.

Please send resume and cover letter to: [info@chicagoarchitecturebiennial.org](mailto:info@chicagoarchitecturebiennial.org) with Special Events and Engagement Coordinator in the subject line.