

# NATIONAL VETERANS MEMORIAL AND MUSEUM

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The National Veterans Memorial and Museum (NVMM) is currently under construction in Columbus, Ohio, representing a national initiative of profound importance for our nation's 20+ million living veterans. There is no single monument or museum dedicated to the veteran's experience in the US today. With 30,000 square feet available for exhibit space, this new institution will celebrate the service and honor the sacrifice of veterans throughout history. Envisioned by the late Senator John Glenn (1921-2016), Colonel, USMC (Retired), as a gathering place for veterans across the country, the museum is scheduled to open to the public in fall 2018. NVMM will present the veteran experience through the lens of personal stories and life-changing experiences from which visitors will be inspired to learn more about our country's history and actively engage in their own communities as informed citizens.

NVMM's Special Events & Protocol Manager sets the stage for connecting veterans, government officials, donors and the public to NVMM's outstanding programs and exhibits. As a member of the Office of Advancement, this position will design, develop and manage events that showcase NVMM's excellence. From planning congressional visits and celebrations to intimate gatherings and program-related events, as well as coordinating external events, NVMM Special Events & Protocol Manager will set the standard of quality and excellence for the institution's events.

### JOB DUTIES

- Works under the director of the Vice President of advancement.
- Plans and manages all special event activities of the NVMM, including Board Meetings, public, and private events. Works with high-profile volunteers related to special events; organizes and facilitates special events with Board members; facilitates building relationships through high-quality special events with government agencies and departments and Veteran Service Organizations; manages tracking and reporting of event revenue and expenses.
- Responsible for performing protocol coverage to meetings and events at the NVMM involving high-level dignitaries and delegates. Makes arrangements for the flags needed for meetings, as well as for interpretation, coordinating with advance teams. Escorting to and from meetings, as necessary.
- Creates and manages the timeline, program, production schedules, run of show, logistics, staffing and task list for all hosted events as requested and assigned. Creates room layouts and seating arrangements, and manages the invitation, registration and attendee check-in processes. Hires and oversees contractors and vendors as necessary for the coordination and execution of all functions of event
- Serves as liaison for external events hosted at the Institution.
- Leads all event planning and production meetings and discussions. Organizes and leads collaboration with the External Affairs and Visitor Experience teams on event concept, graphic design, production, printing, communication pieces, reports, proposals and event marketing.
- Handles all aspects of vendor relations including, negotiating costs and services with vendors; arranging food and beverage, ordering all supplies/decorations, coordinating audiovisual equipment & operation, making travel arrangements.
- Plans, trains, instructs, directs, and supervises assigned staff and volunteers in the proper methods and procedures both prior to and during the event.

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- Secures guest speakers and entertainment; reviews speeches, coordinates rehearsals, designs staging and determines event decor.
- Creates and manages sponsorship packages and works with the Vice President of Advancement on the solicitation of and compliance with sponsorships.
- Knowledge of advanced MS Office including Excel, Word and PowerPoint and project management software. Ability to speak before small and large groups of people. Ability to travel to various locations in order to participate in public meetings and conferences.
- Ability to travel and work some weekends and evenings as needed

In the performance of their respective tasks and duties, all employees of the organization are expected to fulfill the following:

- Gain a general understanding of United States veterans
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, constituents and vendors.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

### ESSENTIAL SKILLS & QUALIFICATIONS

- A Bachelor's degree in a relevant field.
- 3-5 years' experience in event production
- Excellent written and oral communication skills.
- Self-starter with strong project management skills.
- Experience in or be willing to learn military protocol
- Candidates need equal measures of creative and critical thinking, passion and integrity.
- Candidates will ideally have a working knowledge of Salesforce, peer-to-peer fundraising tactics and at least one fundraising/constituent management platform.
- Ability to adapt to changes and competing priorities.
- Collaborative work style to facilitate work across departments and teams.
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, constituents and vendors.
- Gain a general understanding of United States veterans

### NVMM APPLICATION PROCESS

The National Veterans Memorial and Museum offers a competitive salary and a comprehensive package of benefits.

For consideration, please email resume to [jobs@nationalvmm.org](mailto:jobs@nationalvmm.org). Be sure to include the title of the position, Special Events & Protocol Manager, in the subject of the email. No phone calls will be accepted. Only those candidates selected for an interview will be contacted.