



AIR FORCE MUSEUM FOUNDATION, INC.

MANAGER, EVENTS POSITION OPENING

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

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 Manager, Events maintains and builds on the operational and organizational guidelines of the Joint Business Unit (JBU) and Foundation with oversight of the daily operations. As the JBU events expand, the Manager will be part of brainstorming and implementing new event plans and concepts.

The Manager, Events must be able to maintain customer satisfaction and meet monthly sales goals. This position will serve as an event manager with AFMF clients while advising on best practices as they plan their event. For Foundation ticketed events the Manager, Events is responsible for developing, implementing, and managing event programs, ensuring they are effective, engaging, and aligned with organizational goals. This role involves planning, coordinating, and executing various initiatives, including conferences, workshops, online components, and community outreach programs. The Manager, Events also manages budgets, tracks program performance, and collaborates with internal and external stakeholders. The Manager, Events will enforce client-to-business relations, improve the organization's image, and effectively deliver on event objectives.

The Manager, Events is part of the AFMF Events Team and works under the direct supervision of the Director, Events. This position is supervisory, full-time, salaried, exempt. The Event Coordinators will work under the direct supervision of the Manager, Events. In addition to client events the Manager, Events will work with the Events Team





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on ticketed events as well as in coordination with the CDO for donor events, to manage the facility and advise, if needed, as the Development team plans the donor events.

Key Responsibilities

Strategy

- Working closely with the Director, Events, set a strategic vision for building the events operations to include new concepts, business models, and channels delivering best-in-class revenue, which meet or exceeds net income goals.

Budget

- Working closely with Director, Events, develop and manage the AFMF Event Business P/L, ensuring that annual financial commitments are met. Track event types, recording all unrelated business income for annual tax reporting. Invoice clients, liaise and negotiate with vendors.

Leadership

- Lead by example to set tone for performance expectations, create and foster a positive environment where employees feel valued and appreciated. The Museum is a seven-day operation, with events being held both during and after normal business hours, requiring the Manager to be able to work a flexible schedule which may vary depending on the event calendar.
- Communicate effectively by speaking, listening and writing in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Foster teamwork by working cooperatively and effectively with others, particularly the members of the JBU, to resolve problems, and make decisions that enhance organizational effectiveness.
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, determine the importance, urgency and risks. If urgent, immediate need arises, have the ability to make clear decisions which are timely and in the best interests of the organization.
- May develop training materials for staff or participants. Provide guidance on best practices and customer relationships.
- Maintain knowledge base of software, including Tripleseat and CenterEdge to include reporting and support functions. Provide necessary training in all operations to include security and emergency procedures.





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Supervision

- Responsible for setting performance expectations, and, when necessary, managing performance/behavior issues with Director, Events and AFMF HR for all staff working in the Events Department. As Event Department staff increases, conduct staff performance reviews in conjunction with Director, Events will be included.
- The Manager, Events will be responsible for supervising the Event Coordinators as well as the support staff from other departments temporarily assigned to events.
- Manage and motivate AFMF team to increase efficiency in event management and customer service. Responsible for helping the Joint Business Unit reach, and when possible, exceed, defined performance metrics.
- Responsible for all on-boarding and on-going training for event coordinators to include Tripleseat software and CenterEdge POS.
- Manage scheduling for the Events Department to ensure all activities, both daytime and after-hour events are covered. Create daily schedules to meet the changing needs of employees and workload.
- Manage event set-up, tear down, and follow-up processes for events you are managing.
- Build effective working relationships with AFMF and NMUSAF colleagues to support visitor-centric activities that take place during normal and extended hours.
- Assist in managing branding, developing event feedback surveys, handling of post-event reports and communications.
- Other duties as assigned.

Minimum Education and Experience Requirements

- Minimum of 3-5 years of supervisory experience required.
- Minimum of 3-5 years of experience in events business required.
- Wedding and corporate event planning experience preferred.
- Bachelor's degree in business preferred.

Requirements & Qualifications

- Proficient with Microsoft Office Suite
- Position requires a working knowledge of English, punctuation, spelling, arithmetic, modern office practice and procedures, and skills
- Excellent communication and interpersonal skills
- Motivated, organized, and focused with an attention to detail
- Ability to remain professional in stressful situations and focused amid constant interruptions in a fast-paced environment, while working with all levels of internal management and staff, as well as outside contacts





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- Customer-focused; service-oriented.
- Flexibility, enthusiasm, and professionalism to work effectively with visitors, military leaders, corporate and community leaders, Foundation Board members, and Museum/Foundation constituents from all backgrounds. Military protocol knowledge a plus.

Compensation

- **Salary Range:** \$58,000 - \$63,000 annual salary
- **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.

Job Location:

- Dayton, OH (on-site at the National Museum of the USAF).

Special Considerations (Work Environment, Schedule, Required Travel, etc.)

- Be able to lift 40 pounds, move tables, chairs, and other equipment regularly.
- Talking and Hearing: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to others or recorded by listening accurately and/or quickly.
- Will require bending, stooping, pushing, pulling and climbing.
- Hand/eye coordination for operation of computer systems.
- Vision to read reports and other written material.

Other Significant Facts

- The National Museum of the United States Air Force® is open seven (7) days a week, with events during and after normal Museum public hours including select evenings. Candidate must be able to work to meet those needs, as necessary. Weekend hours are required of this position.
- 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 is an equal opportunity employer and does not discriminate on the basis of any characteristic protected by law.
- This is a non-DoD position with a private organization and does not require military service (including commission and enlistment).





AIR FORCE MUSEUM FOUNDATION, INC.

AFMF Vision:

To educate, inspire, and connect the world to Air and Space.

AFMF Mission:

Raise funds and awareness to support the National Museum of the U.S. Air Force mission.

AFMF Core Values:

Candidate must agree to adhere to the Air Force Museum Foundation's Core Values:

Passion – Performing our roles with purpose, pride, and a positive attitude.

Integrity – Accepting responsibility for our actions by making business decisions through experience and good judgment.

Accountability – Dedicated to achieving positive results; owning and learning from our successes and failures.

Respect – Committed to an inclusive and collaborative work environment.

Interested applicants should submit applications to:

The Air Force Museum Foundation, Inc.

hiring@afmuseum.com

Please include your resume and cover letter as email attachments.

Please include your first and last name in the titles of these attachments.

