Job Posting Title:
Event Operations Manager, The Harry Ransom Center

Job Details:
About the Harry Ransom Center:

The Ransom Center is an internationally renowned humanities research library and museum at The University of Texas at Austin. Its extensive collections provide unique insight into the creative process of writers and artists, deepening our understanding and appreciation of literature, photography, film, art, and the performing arts. Visitors engage with the Center's collections through research and study, exhibitions, publications, and a rich variety of program offerings including readings, talks, symposia, and film screenings.

The Ransom Center encourages discovery, inspires creativity, and advances understanding of the humanities for a broad audience through the preservation and sharing of its extraordinary collections.

The Ransom Center welcomes and respects all individuals and communities by valuing and maintaining awareness of broad perspectives and experiences. We welcome applicants from under-represented groups and those who demonstrate a commitment to belonging. To learn more about our institutional mission and values, visit: https://www.hrc.utexas.edu/about/#mission-values.

Purpose
Reporting to the Associate Director of Exhibitions and Public Programs, the Event Operations Manager will plan and execute events for the Harry Ransom Center that serve researchers, students, faculty, staff, public, members, donors, and external groups. Events range from public programs and lectures, membership programs and receptions, advisory council meetings and receptions, donor events, staff gatherings, and facility rentals to a major fundraising gala held every five years.

Responsibilities
Function 1: Program Design & Delivery

- Working closely with staff across Programming, Membership, Development, and Marketing, helps develop, deliver, and assess both in-person and virtual programs for the Ransom Center. Manages event logistics from start to finish, including public programs, donor and member events and receptions, and staff functions. Works with caterers, independent contractors, sponsors, fellow staff, and others to ensure all events comply with university and Ransom Center policies and are in keeping with the Center’s mission. Participates in event execution and is onsite for the duration of each event, including rehearsals, sound check, load-in/out, set up, and breakdown.

- Develop public programs budget and track use of funds.

Function 2: Program Administration

- Solicits bids from vendors, negotiates contracts, and follows appropriate university and Ransom Center business office processes. Processes all necessary event forms, purchase requests, payments, and contracts to ensure prompt payment for services. Communicates and coordinates with vendors on vendor guidelines, arrival, load-in, and load-out procedures for all events.

- Works with external organizations to facilitate site rentals. Develops and shares event confirmations that include customized quotes and planned schedules for the unique needs of each event. Works with external organizations in-person, by phone, and over email to ensure
each external event is thoughtfully executed. Submits invoices to organizations and maintains attendance reports following each event.

Function 3: Site Administration

- Coordinates event plans with Ransom Center facilities manager, guards, custodians, technology, and business office staff. Collaborates with relevant staff across Programming, Development, and Marketing to review space use requests and maintains an ongoing schedule of approved external events.

- Provides reliable, high-quality administrative support exhibiting excellent communication, follow-up, and ability to take on independent projects. Assists with booking travel, hotel, or other arrangements for guest speakers or invited guests. Duties include but are not limited to maintaining budgets; communicating effectively with Ransom Center colleagues, outside organizations, speakers, and vendors; generating event reports; coordinating and managing special event volunteers; and representing the Ransom Center in a positive and professional manner.

Required Qualifications

- Bachelor’s degree.

- At least three years of experience in program and event operations, event coordination, or venue management.

- Proven ability to interact effectively with multifaceted audiences and provide excellent customer service.

- Demonstrated professional and calm demeanor in high pressure situations.

- Excellent communication and organizational skills and attention to detail.

- Strong ability to build and foster positive working relationships with internal and external event partners, vendors, sponsors, and other affiliates.

- Demonstrated problem-solving and decision-making abilities.

- Outstanding time management and organizational skills.

*Relevant education and experience may be substituted as appropriate.*

Preferred Qualifications

- More than three years of full-time professional experience in program and event management.

- University or museum/library setting experience.

- Familiarity with University of Texas business practices, processes, procedures, and forms.

- Experience mounting and managing highly successful events for cultural sector organizations, including lecture, film, music, performance, and family events.

- Experience coordinating various event types including intimate gatherings with VIP guests, conferences and symposia, and large-scale high-profile events of 800+ attendees.

Salary Range
$45,000-$52,000, depending on qualifications

**Working Conditions**

- Standard office conditions.
- Repetitive use of a keyboard and standard office equipment at a workstation.
- Light work including lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds and walking or standing during special events.

**Work Shift**

- Regular M-F schedule with flexibility to work late on evenings and some weekends for scheduled events.
- UT Flexible Work Arrangements are supported at the Ransom Center.

**Required Materials**

- Resume/CV
- 3 work references with their contact information; at least one reference should be from a supervisor
- Letter of interest

For further information and to apply for this position, please see the full job posting: