



**SPANISH  
COLONIAL ARTS**  
*Society*

750 Camino Lejo, Santa Fe, New Mexico 87505  
(505) 982 – 2226  
[www.spanishcolonial.org](http://www.spanishcolonial.org)

## **Special Events Coordinator**

Full Time, Non-Exempt  
Salary DOE

The Special Events Coordinator is primarily responsible for facilitating all special events from Exhibit Openings to Galas, and assisting the Executive Director and Market Director. Reports to the Executive Director and supports other staff as needed.

The Museum of Spanish Colonial Art collects, preserves, and exhibits the Spanish colonial art of New Mexico and beyond, and educates the public about its related cultures and living traditions.

Since the 1600s, Spanish colonial arts and crafts have been an important part of village life in New Mexico and Southern Colorado; however, by the early 1900s, the practice of these traditional arts was declining. In 1925, the Spanish Colonial Arts Society was founded in Santa Fe to encourage and promote Spanish colonial arts and crafts and to inform and educate the public about traditional art forms, about traditional art forms in both their historic and contemporary contexts.

Since then, the Spanish Colonial Arts Society has played a major role in developing markets for the artists, increasing public awareness, preserving Spanish colonial art, and emphasizing the importance of continuing community traditions.

### **Responsibilities**

- Event Planning (includes all exhibit openings, Annual Gala Celebración, Volunteer Appreciation Events, Community Day, 3<sup>rd</sup> Party Event Facility Rentals, Board and Committee Meetings, and any other events)
- Assist Spanish Market Director in all three markets where required

### **Skills Required**

- Understanding of current museum practices
- Experience in planning and coordinating events for over 300 people
- Excellent written and spoken English, equivalent Spanish language skills highly desirable.
- Exceptional organizational skills and detail oriented
- Established ties to the community of Santa Fe and surrounding areas
- Demonstrated ability to interact effectively and tactfully with a diverse group of Board, staff and community members

### **Education**

- Bachelors Degree preferred and/or Equivalent Experience

Please submit resumé to [vkendall@spanishcolonial.org](mailto:vkendall@spanishcolonial.org)