



AMERICA'S CAR MUSEUM®

**EVENTS ASSISTANT  
POSITION DESCRIPTION**

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<b>EFFECTIVE DATE:</b>	<u>5/15/2026</u>	<b>DEPARTMENT:</b>	<u>Events</u>
<b>FLSA CLASS:</b>	<u>Non-Exempt</u>	<b>DRIVING CLASS:</b>	<u>N/A</u>
<b>FTE STATUS:</b>	<u>Temp, Part-time</u>		
<b>REPORTS TO:</b>	<u>Events Manager</u>		
<b>SUPERVISES:</b>	<u>N/A</u>		

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**GENERAL SUMMARY:**

The Temporary Events Assistant is responsible for overseeing, coordinating, and facilitating the execution of successful and robust Signature and Marketing Events for America's Automotive Trust (AAT); and collaborating with the Private Events Team to assist with planning and execution of private events for America's Car Museum (ACM). This position oversees all aspects of AAT's Signature and Event planning in collaboration with the Marketing Manager, Events Manager, and America's Car Museum's (ACM) departments, external entities, and appointed committees. The Temporary Events Assistant position is part of the Events Department within AAT and reports directly to the Events Manager. This position collaborates with Marketing, Events, Membership, Club Auto, and Guest Services departments to support Cruise Ins, Club Auto Open Houses, Drive in Movies, and Signature and Marketing events. It supports all departments within AAT and all its entities in achieving consistent and effective communications regarding Signature Events and is responsible for the execution of event initiatives, and the implementation of best practices pertaining to Signature Events.

Responsibilities include but are not limited to: Executing all AAT Signature Events; Maintaining event timelines including minute by minute scheduling and record keeping; Adhering to and enforcing proper implementation of AAT event policies and procedures; Procuring new vendors; Supporting Signature Event auction efforts; Coordinating vendors needs and event details; Coordinating with vendors for onsite deliveries and providing day-of-event vendor assistance; and, Collaborating and communicating with ACM departments regarding Signature Events. The Signature Event position is expected to be onsite the day of the event to oversee event details and assist in the event set-up and load-out; providing photographs, videos, and ACM event and program details to the Digital & Social Media Coordinator for content development; and collaborating and supporting the Events Department during Marketing and Private events. Evenings, weekends, and holiday work may be required to support our event schedules. This position requires strategic planning and discretion to make decisions in support of the organization's objectives and departmental goals, and an ability to work independently to fulfill the responsibilities described herein while maintaining a team-oriented approach and attitude.

This position requires the ability to utilize discretion to make decisions in support of the organization's policies, guidelines, objectives, and departmental goals, the skills to instruct volunteers effectively, and the ability to work independently under minimal supervision, within general instructions and in compliance with set policies and procedures, to fulfill the responsibilities described herein.

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This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. To perform the job successfully, an employee must perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### **PRIMARY OBJECTIVES:**

1. Coordinate and seamlessly execute all Signature Events; collaborate with Membership, Club Auto, and Guest Services in coordinating Cruise Ins, Club Auto Open Houses, and Drive in Movies; and collaborate with the Events Manager and Team for the execution of Marketing and Private events.
2. Support the Events Department in all aspects of the execution of private and signature events, external promotional events, and support logistics for internal events.
3. Ensure all details associated with Signature Events are carried out according to established timelines and uphold AAT's customer service standards.
4. Uphold AAT's organizational and customer service standards to ensure that events are run with the utmost professionalism and positive outcomes.
5. Provide administrative support, such as updating of Events Department forms, documents, and the event database to ensure data accuracy and accessibility to staff that are directly and indirectly involved with events.

### **MAJOR RESPONSIBILITIES:**

1. Reply to client email inquiries regarding signature events.
2. Execute Signature Events to improve value added, maximize attendance, and foster new relationships while facilitating the stewarding of existing relationships in support of AAT and its members organizations.
3. Coordinate and facilitate internal and external communications, meetings, and briefings, including minute by minute timelines, to ensure proper communication and participation in achieving Signature Event objectives.
4. Coordinate with contractors and external entities to meet and deliver event objectives, including but not limited to procuring quotes, price research, and contract evaluation.
5. Plan, coordinate, and conduct briefing sessions and fill out post-event overview worksheets.
6. Create event database forms, update event forms, and implement proper use of relevant AAT databases for event communication and coordination.
7. Be onsite contact for Tacoma Fire Department, to obtain permitting and have permitting in hand for review.
8. Collaborate with Marketing and direct agencies to develop Signature Events promotional programs and materials and oversee the distribution of materials to appropriate locations, including the website and social media sites.
9. Complete equipment rental set-ups including AV, beverage service, linens, etc.
10. Attend day-of events to assist with the facilitation of needs, event timelines, and onsite needs.
11. Support the Private Events Coordinator in the requisitioning of volunteers, creation of volunteer event information sheets, and providing day-of event volunteer and contracted temp staff supervision.
12. Assist with logistics and the execution of Events Department promotional events, external promotional events, and ACM internal events.

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13. Ensure the distribution of mailings and collateral associated with Signature Events in collaboration with marketing.
14. Coordinate with the Volunteer Coordinator to enlist volunteers to adequately staff each Signature Event.
15. Monitor vendors on-site for deliveries, pick-ups, and day-of-event vendor services.
16. Work in collaboration with AAT's Advancement Department to ensure sponsor's needs are met and honored.
17. Ensure that sponsors receive acknowledgement and thank you cards for event sponsorship.
18. Attend meetings as needed or requested.
19. Participate in off-site promotional events to promote AAT and Signature Events.
20. Assist with logistics, design, and execution for other events, i.e. The Drive Home, Club Auto, and Concours Club events, as directed.
21. Assist with set-up of promotional tent/booth and marketing materials at events.
22. Assist with communicating between internal departments and external agents.
23. Conduct follow-up emails with vendors, based on the contact calendar, for events confirmation emails.
24. Drive personal vehicle for business purposes, as needed.
25. Utilize MS-Word and Excel to generate communications and reports.
26. Utilize MS-Outlook for email communications and scheduling.
27. Participate in on-call responsibilities in emergency situations.
28. Perform other duties as assigned.

**QUALIFICATIONS:**

The incumbent for this position must be at least 21 years of age and possess a high school diploma or equivalent and must have a minimum of 2 years of experience in event coordination, events planning, catering, or closely related field. A degree in Hospitality, Business Administration, Communications, or other relevant field is highly desired. A relevant degree may substitute for the experience requisite on a year for year basis.

**Additionally, the incumbent must possess:**

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references.
2. A proven track record and direct involvement in the development of a creative product including shows & events, marketing campaigns, merchandising, or point of sale materials.
3. A solid proficiency in the English language with professional communication skills including written, oral, presentation, and interpersonal skills.
4. The skills and ability to foster effective working relationships with volunteers, employees, contractors, external entities, and the public.
5. An understanding and ability to provide service excellence through product delivery, staff and client interactions, and consistency in all Signature Event functions.
6. Effective project management skills, attention to detail, and ability to drive projects toward successful completion.
7. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused.
8. The ability and commitment to remain sensitive and responsive to the diverse needs and cultural differences within the organization's employment, guest, and client population. Proficient skills in the use of Word, Excel, PowerPoint, Outlook, Prism, and Web browsers.
9. The ability to lift up to 30 lbs. frequently, stand and sit for extended periods of time, bend stoop, and twist regularly, manipulate items with fingers frequently, operate a computer regularly, visually inspect displays/monitors, read and interpret manuals and instructions, and effectively communicate verbally, and in written format, with guests, contractors, employees, and management regularly.

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10. The ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes.
11. A track record of providing high levels of customer service.
12. Excellent organizational and administrative skills with the ability to manage a wide range of tasks with competing timelines and interests.
13. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types.
14. The ability to critically analyze and resolve quantitative, logistical, and spatial problems.
15. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team-oriented approach and attitude.
16. A willingness to maintain personal scheduling flexibility to cover special events, late evening events, and emergencies as the needs of a seven-day operation may require.
17. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types.
18. The ability to understand and effectively communicate in the English language, verbally and in written form.
19. The ability to bend, kneel, twist, and stand for long periods of time.

**WORKING CONDITIONS:**

1. Exposure to a combination of office, shop, commercial retail, commercial food, and outside environments.
2. Outside work is conducted in varied weather conditions.
3. Minimal exposure to cleaners and various other chemicals.
4. Minimal exposure to dust, gases, and fumes.

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