

JOB DESCRIPTION EVENTS MANAGER



Reporting Status: Position reports directly to the Executive Director

Compensation: Full-time, \$30,000-35,000 salary based on experience

Description: The Events Manager implements events and services delivered to the community ensuring that the goals of the organization are met and handled in an efficient and effective manner. Work activities include a variety of duties pertaining to the overall coordination of the 65+ events coordinated between the organizations.

Special Event Responsibilities Include:

1. Collaborate with the Vendor and Entertainment Coordinator and Marketing Manager.
2. Ensure special event details including event logistics, relationships, music bookings, contracts, municipal licensing, entertainment line-ups, vendor communication, revenue, weather, etc., are in place.
3. Oversee 65+ events including: Saturday Farmers Market, Fridays on the Fox, Holiday Parade, Holiday Parade Character Breakfast, Mardi Gras on Main, Art & Sole 5K, Gallery Nite, Summer in the Park, Dine on the Deck, Winter Farmers Market, Lunch with Morty, Peace Tree Ceremony, Comedy in the Park, Movie in the Park, Café Crawl, etc.
4. Participate in the solicitation of sponsorships with the Executive Director and Marketing Manager as needed. Ensure event sponsorship deliverables are met.
5. Collaborate with the Marketing Manager to promote all events through promotional material, social media and communication platforms.
6. Design and produce events that activate venues in, and promote the vibrancy of, Downtown Green Bay and Olde Main Street and encourage visitors to engage with the districts.
7. Provide reports of events, including budgets and results, to the Executive Director and DGBI and OMSI Board of Directors.
8. Oversee, manage, recruit, train and schedule 15+ event crew personnel.
9. Oversee the volunteer program by managing, recruiting, training and scheduling volunteers year-round.
10. Develop event evaluations to assess the strengths of the events and to identify areas of improvement.
11. Maintain meeting minutes and agendas for all special event committees. Manage each committee's goals and strategic plans through recruiting, training and motivation of volunteers, developing and executing the plans and implementing programs.
12. Engage in community events and functions as appropriate.
13. Participate in the development of new initiatives to support the strategic direction of the organizations.

Desired Skills & Characteristics:

- Knowledge of mission, objectives, policies, programs and procedures of the principles and practices of non-profit organizations.
- Bachelor's Degree preferred or commensurate experience.
- Strong knowledge of Microsoft Office Suite including Word, Excel, and PowerPoint.
- Proven leadership experience including providing staff oversight, mentoring and development, establishing department goals and objectives and work direction as needed.
- Demonstrated ability to organize and coordinate community events and fundraising initiatives.
- Ability to manage multiple projects and deadlines.
- Self-directed but able to work collectively as a team player.
- Willingness to work in the elements (heat, rain, cold, temperatures, etc.).
- Ability to work irregular and long hours as needed, including early mornings, evenings and weekends.
- Able to tactfully enforce rules as needed.
- Must be able to professionally represent Downtown Green Bay and Olde Main Street to the public, municipal authorities and sponsors.