



Job Description

Job Title: Events & Programming Manager
Supervisor: Director of Strategic Partnerships
FLSA Status:

Summary

Oversees the venue management and programming of Republic Square. Organizes the production of various educational, small and large-scale civic events that impact the community.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Negotiates, maintains and ensures compliance of contracts with venues, vendors, and clients.
- Plans event production and logistics such as scouting and book venues, layout and design, catering and vendor coordination, and various audio/visual needs.
- Manages and oversees events and programming on the day of including problem solving, communication with staff, production teams and city officials.
- Prepares and maintains budgets, pre/post evaluations, reports and outcomes.
- Manages and oversees events and programming for Republic Square.
- Collaborates with communications and public relations teams to desired outcomes for programming and events.
- Issues contracts and invoices and collects payments and documents.
- Creates internal working teams to delegate event planning tasks.
- Maintains relationships with clients, vendors, sponsors, and internal stakeholders.
- Determines appropriate responses to problems and emergencies
- Ability to present programming ideas and plans to internal and external stakeholders.
- All other duties as assigned.

Supervisory Responsibilities

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree in hospitality, marketing, communications, business administration, or public relations from four-year college or university; 3-5 years of related experience and/or training as an event manager; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Proficient in MS Office

Certificates, Licenses, Registrations

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally required to stand; walk and sit.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Employee Signature

Date

Supervisor Signature

Date