

Job Title: Special Events Manager

Posted: 10/26/2023

**Job Summary:**

We are seeking a dynamic and enthusiastic individual to join our nonprofit team as GDPI's Special Events Manager. This is a crucial role in planning, organizing and executing a diverse range of special events at Center City and LeBauer Parks in downtown Greensboro. This position requires a highly organized and creative individual with experience managing both small and large-scale events, coordinating staff, food trucks, vendors, third-party event rentals and ensuring the overall safety and success of events.

Responsibilities:

- Plan diverse events (concerts, festivals, markets, fundraisers, etc.)
- Ensure seamless event execution with detailed plans and timelines
- Develop strategies to enhance attendee experience and meet event objectives
- Train and supervise event staff, volunteers and interns
- Delegate tasks, set clear expectations and provide guidance for team members
- Collaborate with vendors and food truck operators for diverse event offerings
- Manage vendor contracts, payment, and logistics for smooth operations
- Coordinate event logistics, permits, licenses, signage and waste management
- Ensure compliance with park guidelines, regulations and local ordinances
- Monitor GDPI-produced event expenses to stay within their allocated budgets
- Collaborate with Community Engagement Coordinator for effective communication of upcoming events
- Align event schedules to ensure adequate time and space for general park operations and maintenance
- Collect attendee feedback for future event improvements
- Ability to work a flexible schedule including nights and weekends is essential

Working Environment and Requirements:

- 50% office, 40% parks, 10% offsite
- Must be willing to work outside in all weather conditions
- Must be able to walk and run over flat terrain
- Must be available to work early mornings, days, evenings, weekends and holidays
- Must operate equipment safely and in accordance with training

Qualifications:

- Passion for special events, hospitality and parks
- Outgoing personality and sense of humor is a must
- Proven experience in planning / executing both small and large events, preferably in an outdoor setting
- Excellent communication and negotiation skills
- Ability to work collaboratively with diverse teams and stakeholders
- Strong organizational and project management skills
- Team management experience, including coordinating staff and volunteers
- Proficient in Microsoft Office Suite and Google
- Ability to adapt to a dynamic, fast-paced work environment and make sound decisions under pressure

Preferred Qualifications:

- Associate's or Bachelor's degree in event management, hospitality or related field
- 2+ years experience in event planning, customer service, hospitality or related field is strongly preferred
- Experience in Jotform or other event rental software
- Crowd Management Certification (or ability to obtain)

Post Offer Requirements:

- Credential and reference check
- Driving record check
- Criminal history, Child Protective Services registry, and sex offender record check

Compensation:

This is a full-time, salaried position reporting to the Executive Director of GDPI. The compensation range is \$40,000 - \$42,000 commensurate with experience and qualifications. GDPI offers a competitive benefits package including 100% employer-paid medical, dental, vision and life insurance coverage; PTO hours, paid holidays and free downtown parking.

To Apply:

Submit a current resume and one-page cover letter outlining your recent/relevant work experience and what makes you the ideal candidate to spearhead GDPI's special event activities. All materials must be submitted to Cheryl White, Executive Director at cheryl@greensborodowntownparks.org. Applications received by November 5, 2023 will receive priority consideration. Final application deadline is November 15, 2023.

Greensboro Downtown Parks, Inc. is an Equal Opportunity Employer. We are committed to promoting diversity, equity, and inclusion in all aspects of our organization, and we encourage candidates from underrepresented communities to apply.