



Position: Special Events Manager

Reports To: Executive Director

Status: Full-time

Compensation: This is a full-time, exempt position reporting to the Executive Director of GDPI. The compensation range is \$45,000 - \$50,000 commensurate with experience and qualifications. GDPI offers a competitive benefits package including partial employer-paid medical, dental, vision and life insurance coverage; PTO hours, paid holidays and free downtown parking.

Greensboro Downtown Parks, Inc. (GDPI) is not a City of Greensboro organization.

Greensboro Downtown Parks, Inc. (GDPI) was created in 2016 to manage and program both Center City and LeBauer Parks. The 501(c)(3) non-profit maintains a public-private partnership with the City of Greensboro, serving the community through activated urban green spaces. The mission of GDPI is to serve as the executive management of Greensboro's two largest downtown parks, focusing on public activation, maintenance, financial well-being and overall vitality.

Center City Park and LeBauer Park are a combined 5-acre urban green space serving as the central gathering place for Greensboro's residents and visitors in a setting that is both relaxed and lively. Each year, the parks host hundreds of public programs and events, bringing more than 375,000 visitors annually. The parks feature outstanding public art, recreational equipment, facilities for children, pet-friendly spaces, cafe dining, and artistic performance pavilions. Located directly across Davie Street from one another, each park offers a unique atmosphere in the heart of the Cultural Arts District. From LeBauer's innovative design dedicated to activity and play, to Center City's lush, green serenity, visitors are sure to find whatever park experience they desire.

Duties and Responsibilities

- Work with interested parties on event and park rentals, manage, plan, and execute event planning.
- Recruit from local companies and organizations for event placement in the Downtown Parks.
- Ensure seamless event execution with detailed plans and timelines
- Develop strategies to enhance attendee experience and meet event objectives
- Delegate tasks, set clear expectations and provide guidance for team members
- Manage rental quotes, 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
- Align event schedules to ensure adequate time and space for general park operations
- Collect attendee feedback for future event improvements
- Ability to work a flexible schedule including nights and weekends is essential
- Other duties as assigned

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

Preferred Qualifications:

- Associate or bachelor's degree in parks and recreation management, event management, hospitality or related field
- 2+ years' experience in community recreation, 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)

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 Workspace
- Ability to adapt to a dynamic, fast-paced work environment and make sound decisions under pressure

Post Offer Requirements:

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

To Apply:

Submit a resume highlighting your experience as it aligns to the job responsibilities.

Submit a cover letter answering the following questions:

- Why do you want to work as the Special Events Manager?
- What, specifically, can you bring to this position that will benefit GDPI and the public?
- What do you hope to get out of your experience working with Greensboro Downtown Parks?

Submit materials to Kevin Gray, Interim Executive Director at kevin@greensborodowntownparks.org

Please note materials submitted between August 22nd through September 3rd may have a delayed response.

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.