

Events Manager

Company: Downtown Tempe Authority Inc. (DTA)
Our Structure: 501(c)6 nonprofit
Location: Tempe, AZ
Status: Full-time exempt employment
Workspace: Work primarily at the office, with flexibility to work remotely at times
Reporting: Reports to Director of Events, who reports to the Executive Director

What are we all about?

DTA is an Enhanced Services District that exists to improve the vitality and viability of Downtown Tempe. We serve our property owners, businesses, merchants, customers, and visitors. We provide services that range from planting flowers and cleaning sidewalks, to hosting events and marketing Downtown as a destination. We manage the parking downtown and have safety and clean programs that keep the streets comfortable and maintained. We want Downtown Tempe to be the most urban, attractive, and energetic place to be. We want to attract new businesses, new residents, and new guests every day.

The organization has been in existence for 31 years and we produce major events downtown such as Tempe Festival of the Arts, Fantasy of Lights Parades, 2nd Sundays on Mill and Tempe Blooms.

Who do we need to join our team?

Downtown Tempe is a place that is highly focused on the experience of our guests, residents, and workers. We exist to enrich this urban core by creating excellent moments for people to connect with downtown. We are looking for someone who understands the vibe of a great downtown and knows how to foster that in an authentic manner, through our events and activations. The Event Manager will be able to assist in curating the downtown experience while understanding the needs of our merchants, residents, and visitors.

This person is established in the events field with experience planning and executing large community events. We need someone who can interact with vendors, organize the logistics of events, manage contracts, create and stick to timelines, and work well with the marketing/events team. During the course of the year, the organization will produce two art festivals, two holiday parades, a monthly market, cultural celebrations, many small-scale activations and possible new events. This individual will be part of a small creative team that works collaboratively and gets energy from each other.

How does the ideal Events Manager show up?

- You are driven by the details and have a system that keeps you on track.
- You create a schedule for getting the job done and like to stay on – or ahead of schedule.
- You love to go to public places and check out the vibe of what's going on.
- You gravitate toward public art, a music scene, a funky restaurant, that boutique retailer.
- You love to do research on what's going on in other places and bring great ideas to the table.
- You have no problem engaging with the public and community organizations.
- You seek out events that attract a diversity of attendees and offer inclusive programming.
- You don't disregard any details and like to be in the weeds with the details.
- You work well with a team that brainstorms and strategizes at unplanned moments.
- You are comfortable in an organization that moves at lightning speed.
- You thrive in an environment where you are able to manage your own workload.
- You love events and don't mind the evening and weekend hours of event management.
- You do not need constant supervision to complete a task or project, you take initiative and get things done!

What will you be responsible for?

- Management and execution of event logistics, including vendors, contracts, permits, applications, security, infrastructure, equipment, entertainment, food, etc.
- Event Lead on multiple large-scale and small-scale events throughout the year.
- Managing tasks and workflow through Monday.com for collaboration with the team.
- Research and solicitation of new events and activations.
- Assessing ways for events to be inclusive, diverse, and accessible for all.
- Working closely with other creative team members to craft activations, events, and experiences.
- Working closely with other creative team members to execute programming.
- Ensuring that all activations are in line with our internal strategic marketing initiatives with clearly stated goals and expected results.
- Working with temporary staff and volunteers at events, with a high level of gratitude and grace.
- Delivering excellent customer service when working with vendors, participants, and the public.
- On-site management of events, including weekend and evening hours.
- Monitoring budgets and consciously executing with financial restrictions in mind.
- Management of Event Intern.

Skills and character we'd like to see:

- 3+ years of fulltime event planning and execution of community events
- Commitment to a culture that promotes Diversity, Equity, and Inclusion
- Teamwork ethic
- Proficiency in all Microsoft Office programs
- Customer service experience
- Excellent writing skills
- Passion for the urban experience and the art of gathering
- Ability to lift and carry 30 pounds
- Valid driver's license and ability to drive
- Long periods of standing and walking will be required
- Willingness to withstand working outdoors in all seasons
- Ability to self-start, self-manage, and achieve results within established goals
- Adaptability in a changing professional world
- Creative big picture thinking matched with "in the weeds" logistical planning

To Apply:

Please send a resume and cover letter to Kim DeMeritt (kim@downtowntempe.com). In addition, please attach answers to the following questions or answer these questions in your cover letter.

1. Describe an event that you have attended that stuck with you – good or bad –and explain why.
2. Describe an experience or a time when an unexpected challenge popped up and explain how you handled it.
3. Describe your ideal working environment: the team, the manager, the space, the style, and the culture that makes you thrive.
4. At our core, our purpose is to create a meaningful experience in Downtown Tempe, explain how this resonates with you.

This position will be open until we find the ideal candidate. We are committed to building a diverse and inclusive workplace and encourage candidates from all backgrounds to apply. Downtown Tempe Authority Inc. offers competitive salaries and a generous benefits package. Benefits include health insurance, 401k matching, paid time off, holidays, etc.