How to Apply

Submit resume to **info@downtowndelraybeach.com**. For questions, call 561-243-1077.

Job Posting Delray Beach Downtown Development Authority

Downtown Events & Activation Manager **$70,000–$75,000**

Position Overview

The Downtown Events and Activation Manager leads the planning, production, execution, and evaluation of DDA events, placemaking initiatives, and activation programs that support the economic vitality of Downtown Delray Beach. The position develops community programs that increase traffic, engage residents and visitors, strengthen the downtown brand, and create opportunities for local businesses while making downtown public spaces welcoming and active.

This role serves as a consistent resource for new and existing downtown businesses, helping them navigate downtown issues and challenges and connecting them with DDA services, City staff, and partner organizations.

Event Planning and Production

- Develop and Create event concepts, work plans, timelines, production schedules, site plans, and contingency plans; lead planning meetings and track responsibilities and deadlines.
- Oversee venue and public space use, staging, entertainment, vendors, staffing, accessibility, security, sanitation, traffic, parking, setup, and breakdown.
- Serve as the on-site event lead, coordinate production teams and contractors, resolve operational issues, and oversee volunteer assignments when applicable.
- Recruit, onboard, manage, and evaluate participating businesses, artists, vendors, performers, sponsors, and community partners;
- Develop and manage event budgets, monitor expenditures, and maintain cost controls in accordance with approved budgets and DDA policies.
- Secure sponsorships and partnerships to support events, public art, and activation programs; coordinate sponsor benefits and recognition with the marketing team.
- Track and report attendance, business participation, participant feedback, budget, and economic impact.
- Work with the Executive Director to develop programming opportunities and use event results and stakeholder feedback to improve future programs.

Placemaking and District Services

- Develop and coordinate the annual public art and activation work plan with the Cultural Arts Director and Executive Director, aligning projects with DDA priorities, approved budgets, and the downtown events calendar.
- Monitor the condition of DDA-supported public art and coordinate maintenance, repairs, and removal with responsible owners, artists, City staff, and vendors, consistent with project agreements.
- Plan recurring and seasonal activations of sidewalks, and other approved downtown spaces, including pop-up experiences, performances, and business participation that encourage visits and support nearby merchants.
- Coordinate with the Cornell Art Museum and Old School Square team to connect downtown art and activation programs with exhibitions, cultural events, and campus programming.
- Oversee the Downtown Safety Ambassador program, including service expectations, staffing coordination, vendor performance, incident reporting, and communication with City partners.
- Manage the street pole banner program, seasonal decorative lighting, and assigned district improvements

How to Apply

Submit resume to **info@downtowndelraybeach.com**. For questions, call 561-243-1077.

Business Development and Merchant Relations

- Assist new and existing businesses with downtown issues and challenges; connect them with appropriate City departments and partners and follow up on referrals and unresolved concerns.
- Enlist and coordinate business participation in DDA signature events and programs, including Restaurant Month, pass programs, and sidewalk sales; explain opportunities, manage registration and deadlines, and support participating businesses.
- Maintain accurate business listings and track openings, closures, vacancies, merchant concerns, and seasonal trends; work with the District Engagement Manager to maintain the HubSpot business contact database and merchant email lists.

Marketing and Communications

- Collaborate with the Strategic Marketing Manager and Marketing and Social Media Coordinator on promotional strategies and materials for events, public art, and activation programs.
- Prepare and distribute clear instructions, schedules, participation requirements, and operational updates to businesses, vendors, performers, volunteers, and partners.

Qualifications

- Bachelor's degree in Management, Marketing, Public Administration, Hospitality, or a related field, or equivalent relevant experience.
- 5+ years of progressively responsible experience in event planning and production or community programming; experience coordinating public art, cultural programs, or public space activation is preferred.
- Strong budgeting, contract negotiation, organizational, and project management skills; knowledge of event safety requirements and large-scale event logistics.
- Excellent written and verbal communication skills, an approachable and service-oriented manner, and strong relationship-building abilities.
- Proficiency with CRM or contact management tools; HubSpot experience and familiarity with Downtown Delray Beach are preferred.

Core Competencies and Performance Expectations

The Manager brings strategic thinking, attention to detail, financial accountability, and a community engagement mindset to the role; manages multiple projects effectively; and remains calm and responsive under pressure.

Success is measured by event and program quality, attendance and business participation, positive economic impact, budget adherence, sponsorship growth, stakeholder satisfaction, timely follow-up on business concerns, and safe operations. Public art and activation performance includes timely project delivery, artist and community participation, documented maintenance needs, and effective use of downtown public spaces.

Schedule and Physical Requirements

- Ability to work evenings, weekends, and holidays as required by events and programs.
- Ability to stand for extended periods, lift up to 30 pounds, and work outdoors in varying weather conditions.

Why Join the DDA

Help shape the future of a vibrant downtown district through events, public art, activation programs, and business relationships. The DDA offers a collaborative, mission-driven environment and a benefits package including health insurance, paid time off, paid government holidays, and a 401(k) option.