



Position title: Special Events Manager (SEM)

Reports to: Director of Special Events

Status: Full time

Qualifications:

- Excellent communication skills, including writing, proof reading skills, and public speaking.
- Ability to manage multiple concurrent projects and work assignments.
- Excellent interpersonal skills both in person and by phone, with high degree of professionalism at all times.
- Exceptional customer service, ethics, and high expectations for quality.
- Bachelor's Degree preferred, will substitute for experience.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, email, and web. Social media expertise a plus.
- Ability to lift 50 pounds.
- Must possess a valid driver's license.

Job Purpose:

The Special Events Manager has a primary function to coordinate and manage smaller Broadway District events while providing support for large events.

Essential Functions of the Special Events Manager:

- Direct oversight of small events such as Winter Wine & Beer Walk, Fall Fest, Wildflower Wine Walk, State of the Broadway District, and other fundraising events.
- Support for OBI events such as Farmers' Market on Broadway, Taste on Broadway, Fourth of July, igNight Market, other events throughout the year.
- Secure volunteers for Broadway District related events and activities and manage the volunteer program.
- Calculate budgets and ensure that they are adhered to.
- Coordinate and book musicians or bands for events.
- Create and execute special entertainment/community projects at events.
- Recruit and retain vendors for all OBI events.
- Develop partnerships to execute special projects in the district or at events.
- Coordinate and monitor event timelines and deadlines.
- Assist in negotiations and securing of sponsorships.
- Work with and coordinate committees.
- Assist in day-to-day office management.
- Maintain proper permitting with the City of Green Bay for each event.
- Ensure compliance with issuance, legal, health and safety obligations.
- Handle any issues or troubleshoot emerging problems on event days.
- Conduct pre and post event evaluations and meetings.
- Keep updated and accurate documentation of events including work plans, vendors, and contacts.
- Attend all required Main Street programming events.

- Maintain working relationships with other Main Street organizations (Downtown Green Bay, Old Main Street, Definitely DePere, Military Ave.)
- Serve as a resource to all new and existing OBI events, including on committees when necessary.
- All other duties as assigned.

Expectations of On Broadway, Inc. Employees:

- On Broadway, Inc. is a non-profit organization that has high expectations of all employees.
- Employees are expected to be experienced, take-charge professionals who can:
 - Anticipate project needs.
 - Discern work priorities.
 - Meet deadlines.
 - Work with minimal supervision.
 - Work occasional evenings and weekends.
- Employees must provide outstanding customer service.
- Employees must be able to initiate and build positive relationships with staff, volunteers, residents, partners, and other stakeholders.

Performance Factors:

1. Decision-making – the SEM uses good judgment in making decisions and makes decisions that mirror the mission and vision of OBI.
2. Leadership – the SEM should set a positive example for all staff and volunteers of OBI. The SEM should uphold the mission & vision of the Broadway District and OBI to the highest standard and empower others to do the same.
3. Relationships – the SEM initiates, builds, and maintains good working relationships with all persons and organizations involved with OBI.
4. Results – the SEM understands the impact of all decisions on the budget and financial well-being of OBI.
5. Communication – the SEM must be able to communicate timely and effectively with all stakeholders and follow through on promises and expectations.

To apply for this position, submit your resume to brian@onbroadwy.org no later than Sunday, May 16, 2021.