

## **Event Manager**

Responsible for managing events and ensuring deadlines and budgets are adhered to. Must be hard working and able to execute large scale street festivals. The ideal candidate would have experience in events with attendance of 10K +, demonstrate the ability to multi-task and be responsive to the needs of our clients and staff. Must be proactive, self-sufficient with a positive attitude and comfortable wearing multiple hats.

### **Job Details**

- Salary dependent on experience level
- Full time
- Attendance at all festivals and events required

### **Essential Functions**

- Produces and manage 20+ street festivals, music festivals, corporate and private events/ year
- Builds relationships with key clients
- Manages all vendor negotiation, processing, payment, and communication
- Create/Process all vendor applications
- Hires, trains, and educates temporary staff on proper event procedures
- Solicits and negotiates major sponsorship agreements
- Acts as on site point person at all StarEvents festivals and private special events and ensure day of event goes smoothly
- On-site lead for vendors
- Manages budgets of 500K+ for all events
- Analyze event performance and prepare metrics presentation
- Solicit artisans, merchants and non profits for street festivals
- Manages database of vendors/clients and responsible for heading up communication with all participants
- Other duties as assigned

### **Required Qualifications & Experience**

- 2+ years event experience, entry level
- Must be organized, detail-oriented and able to meet strict deadlines
- Experience in sales and negotiations
- Proficiency in Microsoft Word, Access and Excel
- Experience with the Adobe Creative Suite is a plus
- Excellent verbal and written communication skills
- Bachelor's degree required
- Reliable transportation to office and events
- Availability to work evenings and event weekends
- Status: Full-time

### **To Apply**

Incomplete applications will not be considered.

Email [info@starevents.com](mailto:info@starevents.com) with the following:

- Email subject: Application for Event Manager
- Resume (PDF)
- Cover letter (PDF)