

**Position:** Events Manager

**Description:**

The primary roles and responsibilities of the Event Manager is to plan events from start to finish, coordinate event operations, partner with Anaina Hou staff, supervise volunteers, and ensure well-organized and well-run events that support the mission of Anaina Hou Community Park.

**Reports to:** Operations Director

**Key Responsibilities:**

- Event Sales: Create business and follow through with meetings to solidify deals.
- Event Execution: serve as functional manager during events and manage all logistics, including but not limited to:
  - Procurement of related resources
  - Oversee event staffing and schedule front and back of house teams
  - Venue rental and relations
  - Event communications and registration
  - Organizing details to create effective timelines
  - Coordinate entertainment: Bands, Concerts, Dancers, etc.
  - Invoice events
- Support Operations Director on business development.
- Layer in mission deliverables into events presented by Anaina Hou
- Provide timely, efficient and consistent customer service to members of the community, guests and inquiries.
- Evaluate the effectiveness of our events and make suggestions to the team about how to improve Anaina Hou services to our community.
- Work with the team to develop new event offerings, maintain and update rate lists, and plan and support larger Anaina Hou events involving the broader organization.
- Respond to phone calls and emails in a timely manner and facilitate dissemination of information through internal and external communication channels.
- Assist in creation of timely newsletters, website updates and social media posts to reach customers, staff, community members, volunteers and subscribers.
- Other duties as assigned to support the fundraising, marketing, outreach and operational needs of the organization.

**Skills and Qualifications**

- Bachelor's Degree or comparable level of work experience
- Experience with nonprofit, community-focused work or volunteerism within a nonprofit
- Experience managing staff and volunteers
- Proficient in Microsoft Office suite including: Word, PowerPoint and Excel, as well as internet research

**Miscellaneous**

This is a full-time exempt position. Benefits are available including paid time off and access to medical, dental, and vision insurance.