



POSITION DATA

JOB TITLE: Event Manager, Events
DEPARTMENT: Institutional Advancement
REPORTS TO: Senior Manager, Events
CLASSIFICATION: Exempt
DATE: May 2022

POSITION OVERVIEW

Reporting to Senior Event Manager, Events (SEM), the Event Manager, Events (EM) will take a management role in the coordination of large-scale events and visits including the annual 9/11 Memorial 5K Run/Walk, Benefit Dinner and the Summit on Security and support all events across the institution. This position will independently oversee medium/large scale events with the ability to handle events with little supervision. This position will interface with the public and manage all aspects of assigned space rentals such as contracts, invoices, signage and deliveries and notifications. This position will provide onsite support for events led by the department, as well as tours and VIP visits.

ESSENTIAL FUNCTIONS.

- 9/11 Memorial & Museum space rentals:
 - Independently manage multiple space rental events at any given time.
 - Seek to generate new space rental opportunities.
 - Communicate the policies and protocols to prospective clients.
 - Providing onsite support for day-of-event logistics.
 - Manage event-related paperwork, including event proposals, invoices, contracts, and space rental request forms.
 - Manage pre-event logistics, including deliveries, signage, and ABM/AV requests for assigned events.
 - Lead site visits with external partners and clients.
- Major public-facing events, including the 9/11 Memorial 5K Run/Walk, Benefit Dinner, and Summit on Security
 - Independently manage designated portions of large-scale events as assigned by the Vice President of Events (VPE).
 - Providing onsite support for all public facing events.
 - In coordination with the VPE and SEM, support pre-event day logistics.
- Manage medium/large scale events independently.
- Play a pivotal role in revenue generating events and public facing activities (may require after-hours presence). These events include:
 - Space Rentals
 - Annual Benefit Dinner
 - Annual 5K Run/Walk
 - Annual Summit on Security
 - Supporting Institution Commemorations: Feb 26, 1993 and September 11, 2001 anniversaries, May 30th commemoration.

- Contribute to the budget process to support decreased spending and increased efficiency as related to events' needs.

OTHER RESPONSIBILITIES

- Coordinate with all internal departments (including Communications, Operations, and Museum) throughout all phases of major and/or revenue generating internal and external events and major public facing activities.
- Providing premium tour services to VIP groups as needed.
- Develop new ideas and assisting the (VPE and SEM) with all new initiatives and other special projects as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT

- Bachelor's Degree required
- 4-6 years of proven track record of event experience within the non-profit sector or events field
- Knowledge and understanding of event coordination/logistics
- Ability to think independently, strategically, and creatively
- Flexible team player with the skills and ability to work in a fast-paced and changing environment
- Excellent attention to detail and organizational skills
- Availability to work extended hours and occasional weekends as needed
- Computer proficiency with Microsoft Office Suite. (Outlook and Excel required) as well as additional knowledge of Raiser's Edge

HOW TO APPLY

- Include position you are seeking in the email subject field.
- State the location where job posting was seen.
- Send resume and cover letter to 911mmiajobs@911memorial.org

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for two-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required.

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- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
 - The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.