

Job Posting

Events Manager

Summary

Under the direction the John F. Wolfe Columbus Commons Director, the Events Manager position is responsible for managing and planning internal and external programming at the John F. Wolfe Columbus Commons Park, located at 160 South High Street in Downtown Columbus, Ohio. This position will develop and implement a comprehensive programming calendar to include more than 200 annual events. This work will consist of creating and executing internal events and attracting external events to host events at Columbus Commons. This position will also be responsible for creating, implementing, and overseeing the park programming policies and procedures. It will review, draft and approve event applications, contractual use licenses, and permits. Work hours may include extended shifts, weekend hours, and working late to accommodate variable event schedules.

Duties/Responsibilities

- Manage event planning duties for all internal events, including but not limited to concerts, fitness classes, food truck events, kids' days, and holiday events, to maximize park attendance and stay on budget. Internal event planning duties include coordination between events, production, security, operations, cleaning, and parking teams, creating event-day schedules and timelines, vendor solicitation; site mapping; and ensuring requirements are met for insurance and permitting.
- Serve as liaison with external events, including reviewing event applications, developing custom use licenses, approving logistics and reviewing site maps, and working with the client to ensure that all terms of the use license are adhered to.
- Update Use License for external events annually based on lessons learned and/or fee increases.
- Develop initial external event fee estimates, track expenses, and reconcile final invoices.
- Communicate with stakeholders to coordinate details of confirmed events (e.g., neighboring property managers, security and cleaning contractors, applicable City of Columbus permit officials, and Columbus Commons Parking Garage team)
- Recruit new external events.
- Manage a master internal Columbus Commons calendar.
- Maintains event vendor agreements and ensures all terms of the agreements are adhered to.
- Lead weekly meetings with operations and event staff team to review upcoming events and evaluate the success of previous events based on logistics, attendance, and costs.
- Respond to inquiries and issues from patrons with a customer service-oriented approach.
- Provide media interviews as needed.
- Draft research memos as needed.
- Assist Director of Columbus Commons with sponsor recognition and recruitment.
- Develop communication and marketing strategies with programming and marketing coordinator.
- Manage Columbus Commons assets (e.g., website, newsletter, social media platforms, photos, outdoor video screens, park signage, media articles, and marketing materials).
- Manage park budget, event inventory, and processes park invoices with programming and marketing coordinator.
- Track performance metrics and benchmarks with the programming and marketing coordinator.

Qualifications

- Bachelor's degree in business, communications, or related field required
- 3-5 years of experience with event coordination and management

Requirements

- Strong oral and written communication skills
- Ability to handle high-stress situations
- Strong ability to multi-task

- Knowledge of protocol and contractual development
- Excellent organizational and analytical skills
- Excellent customer service skills
- Team player with strong management skills
- Strong computer skills, including Microsoft Word, PowerPoint, and Excel
- Detail-oriented with excellent time management skills
- Knowledge of event layout, spatial design, and mapping; familiarity with InDesign, AutoCAD, ArcGIS, or Bluebeam Revu (PDF Maker) preferred
- Work outdoors for long hours in various seasonal weather conditions.
- Have a valid driver's license.
- Ability to pass employment pre-screenings

Job Type: Full-time

Benefits: Health, Vision, Dental Insurance, 401(k)

COVID-19 considerations:

Must provide COVID-19 fully vaccination record or commit to being willing to become fully vaccinated upon hiring according to the federal guidelines.

Please send resume to: humanresources@downtowncolumbus.com

About Columbus Commons:

Set within the scenic Downtown skyline, Columbus Commons is more than just a six-acre park. It is a gathering space for Central Ohio, a backyard for Downtown residents, and an attraction for people of all ages. With over 200 free events each year, there is something for everyone.

The 2011 debut of the Columbus Commons launched the beginning of a new era in Downtown Columbus, sparking the development of the River South neighborhood of Downtown Columbus that catalyzed almost \$400 million in private development.

Under the direction of Capitol South Community Urban Redevelopment Corporation, Columbus Commons has developed into an award-winning event venue and public green space.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.