

Event Manager The Umbrella Arts Center

Vibrant, regional arts center, seeks a team player who is interested in joining a dynamic, fast-paced team and building a career in nonprofit fundraising and arts administration. The Event Manager will be responsible for planning, organizing, and executing a wide range of events, including The Umbrella's Annual Gala, concert events, leadership donor events, gallery openings, Board meetings, and other ad hoc events. The EM additionally serves as the point person for facility event rentals. The successful candidate will have excellent interpersonal skills, exceptional attention to detail, and the ability to handle multiple projects simultaneously in order to help build a strong community of support around The Umbrella. The EM reports to the Director of Development (DoD).

Event Manager Responsibilities

- Plan and coordinate all aspects of events, including budgeting, logistics, catering, audiovisual equipment, and venue coordination when necessary
- Collaborate with organizational leadership and event committees to help establish event strategies and goals, aligning with the organization's overall mission and vision
- Foster strong relationships with stakeholders alongside the Executive Director and DoD
- Negotiate contracts with vendors, suppliers, and service providers to ensure cost-effective and high-quality event delivery
- Manage event budgets, track expenses, and make recommendations for cost savings without compromising quality
- Coordinate with internal teams and volunteers to ensure appropriate event resources and support
- Oversee event setup and teardown, ensuring that all materials, equipment, and signage are properly installed and removed
- Collaborate with stakeholders to evaluate events, gather feedback, and implement improvements for future events
- Stay up-to-date with industry trends and best practices in event planning and management
- Ensure compliance with all legal, health, and safety obligations during events
- Develop and maintain systems for space users, facilitating smooth coordination and utilization of event spaces
- Provide information in response to rental inquiries, work in coordination with senior staff to finalize all rental bookings, manage the rental calendar, and arrange required staffing and resources

Required Skills

- Strong organizational and project management skills with the ability to multitask and prioritize effectively
- Excellent interpersonal and communication skills, both written and verbal, with the ability to build and maintain relationships with clients, vendors, and team members
- Attention to detail and the ability to ensure accuracy in all aspects of event planning and execution
- Creative problem-solving skills and the ability to think on your feet to resolve issues that arise during events
- Strong negotiation and contract management skills to secure cost-effective and high-quality services
- Ability to work under pressure and meet tight deadlines without compromising quality
- Flexibility and adaptability to handle changes in event plans and requirements
- Strong budgeting and financial management skills, with the ability to develop and maintain event budgets
- Leadership skills to effectively manage event staff and ensure smooth operation of events

Required Qualifications

- Proven experience in planning and organizing successful events, preferably in a nonprofit setting
- Knowledge of event planning best practices and industry trends
- Familiarity with event management software and tools - familiarity with Tessitura a plus
- Strong portfolio of past events and positive testimonials from clients or stakeholders
- Ability to work flexible hours, including nights and weekends, as necessary
- Knowledge of legal and health and safety requirements for events

If you feel you can do this job, even if your background does not exactly match the job description, we encourage you to apply and tell your story.

This is a full-time position with a comprehensive benefits package. A regular work week is in person Monday through Friday but this role will require some flexibility for events and meetings.

Salary begins in the range of \$60-65k and is commensurate with experience.

Please email a cover letter and resume (as a single PDF) to Melissa Greven, Data & Administration Manager at melissa@theumbrellaarts.org. Please include the words "Event Manager" in the subject line of your message. Applications received by 5:00pm on Wednesday, July 3, 2024 will be given first priority. No phone calls, please.

The Umbrella is dedicated to building a more diverse, equitable, inclusive, and accessible

community. Please see our DEIA statement. Applicants from underrepresented populations are strongly encouraged to apply.

Founded in 1983, The Umbrella is a one-of-a-kind arts center in the heart of historic Concord, MA that completed a state-of-the-art renovation in 2020. It is home to a broad array of artistic programs and education opportunities for all ages including: more than 50 resident artist studios as well as programs for young artists; year-round arts education for adults and youth including a leading ceramics program and summer camp; one of the region's newest professional theater companies; film and music performance including the headliner concert series that has recently featured John Mayer, Lake Street Dive, and Brandi Carlile; and robust gallery exhibits by regional artists and beyond that intersect with programs across the organization.

The Umbrella is about a 2-block walk from the MBTA Fitchburg Line Concord stop, and easily accessible from the Walden exit of Route 2 with ample free parking. Staff often enjoy visiting the historic downtown center, other cultural and hospitality establishments, as well as the neighborhood and nearby nature settings. Staff are encouraged to participate in cultural activities year-round, with complimentary access to The Umbrella's headliner concerts, professional Stage Company productions, gallery exhibitions, and Open Studios, and deep discounts on arts education classes, from dance to pottery to woodworking.