



Event Manager

Umbrella Arts, a vibrant regional arts center, seeks a highly organized, collaborative, and creative Event Manager to join our dynamic team. The Event Manager oversees a diverse portfolio of events across the organization and plays a key role in developing, streamlining, and growing Umbrella Arts' facility rental program.

This position combines hands-on event management, relationship building, and operational planning and is ideal for someone who enjoys creating excellent experiences while developing the systems that make them possible. The Event Manager position reports to the Director of Development and offers opportunities for professional growth.

Responsibilities

Events & Event Operations

- Plan and manage Umbrella Arts events, including the annual Gala, headline and Broadway concerts, emerging artist concerts, leadership donor events, gallery openings, Board events, receptions, and other organizational gatherings.
- Coordinate logistics and vendors for major community events, including Winter Market and spring Open Studios, in collaboration with colleagues across the organization.
- Develop event timelines, budgets, production plans, staffing plans, and run-of-show documents in collaboration with staff, artists, presenters, committees, and other partners.
- Coordinate vendors, contractors, volunteers, catering, audiovisual needs, facilities, staffing, and other event resources; manage contracts and expenses with an eye toward quality and cost effectiveness.
- Serve as a primary liaison for visiting artists and talent, coordinating hospitality, travel, schedules, and other needs as appropriate.
- Oversee event setup, execution, and breakdown, ensuring events are safe, welcoming, accessible, and well organized.
- Maintain clear communication among internal teams and external partners before, during, and after events.
- Evaluate events and identify opportunities to improve operations, efficiency, and the guest experience.
- Track event revenue and expenses against budget and recommend opportunities for operational improvement.

Facility Rentals & Program Development

- Serve as the primary point of contact for facility rental inquiries and renters, providing responsive and professional service from initial inquiry through booking, event execution, and follow-up.
- Manage the rental process, including inquiries, proposals, contracts, scheduling, payments, event details, and internal coordination.
- Maintain the facility rental calendar and coordinate staffing, technology, security, custodial services, facilities, and other event needs with internal teams.
- Work with senior staff to maintain and improve rental policies, pricing, packages, contracts, procedures, and client resources.
- Build relationships with repeat renters, community organizations, businesses, arts groups, and other potential partners to increase facility use, revenue, and visibility.
- Track rental activity, revenue, and expenses and recommend opportunities for program growth and operational improvement.

Required Skills

- Excellent organizational and project-management skills, with the ability to manage multiple events, deadlines, and priorities simultaneously.
- Strong interpersonal, written, and verbal communication skills and the ability to work effectively with artists, clients, vendors, colleagues, volunteers, and community partners.
- Strong attention to detail, follow-through, and commitment to excellent customer service.
- Ability to anticipate needs, solve problems creatively, and remain calm and resourceful when plans change.
- Experience coordinating budgets, contracts, vendors, schedules, and event logistics.
- Ability to create and improve systems and processes that support efficient, consistent operations.
- Ability to lead and coordinate staff, contractors, volunteers, and cross-functional teams while also working independently.
- Flexibility to work in a dynamic environment, including evenings and weekends as required by the event and rental schedule.
- Proficiency with standard office, scheduling, and event-management technology; familiarity with Tessitura is a plus.
- The ability to carry 25+ lbs is helpful.

Qualifications

- Demonstrated experience successfully planning and managing events, preferably in an arts, cultural, nonprofit, hospitality, venue, or similar environment.
- Experience with facility rentals, venue operations, client services, or a comparable customer-facing program strongly preferred.
- Experience managing event budgets, vendors, contracts, and logistics.
- Working knowledge of event and venue operations, including relevant safety, access, and public-space requirements.
- Demonstrated ability to build positive relationships and contribute effectively as part of a collaborative team.

Application Process

Umbrella Arts 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. If you're excited about this role but don't meet every qualification, we encourage you to apply and share your story.

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

Salary begins in the range of \$58-70k and is commensurate with experience.

To apply, please email a cover letter and resume (as a single PDF) to Melissa Greven, Data & Administration Manager, at Employment@theUmbrellaArts.org. Please include the words "Event Manager" in the subject line of your message.

Applications received by **5:00 PM on Friday, October 9, 2026** will be given first priority.

No phone calls, please.

About Umbrella Arts

Umbrella Arts is a one-of-a-kind arts center in the heart of Concord, MA. Established in 1983 and energized by a state-of-the-art renovation in 2020, it is home to a broad array of artistic programs and educational opportunities for all ages, including more than 50 resident artist studios; a community studio; a growing Artist-in-Residence program; year-round arts education opportunities for all ages, including a youth summer camp; a leading ceramics program; one of the region's newest professional theater companies; film and music performance including a concert series that has recently featured Jon Batiste, Norah Jones, Darius Rucker, and Sheryl Crow; and gallery exhibitions by regional artists and beyond.

Umbrella Arts is about a two-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, as well as nearby sites of cultural significance and natural beauty, such as Walden Pond. Staff are encouraged to participate in cultural activities year-round, with complimentary access to Umbrella Arts' headline concerts, professional Stage Company productions, gallery exhibitions, artist-centered annual events, and deep discounts on arts education classes ranging from dance to pottery to woodworking.