



DiscoveryCube

POSITION: Manager, Special Events

REPORTS TO: Vice President, Special Events and Community Engagement (Operations)

JOB SUMMARY: The Manager of Special Events will work directly with the Director and Vice President of Special Events to smoothly and successfully execute events for Discovery Cube OC and LA. This role oversees every aspect of facility rentals and the position also acts as general event support for the entire events portfolio at both OC and LA Campuses throughout the year including but not limited to Members' events, private donor events as well as all the major fundraising events. S/he will work closely with all internal teams, external clients, volunteers, stakeholders and vendors to ensure communication is consistent, event logistics are smooth, payments are on time, and clients are satisfied. This role receives direct supervision from the Director and Vice President of Special Events but should be able to work well independently with little supervision as well as in collaboration with a team.

DUTIES & RESPONSIBILITIES:

Facility Rentals

- Responsible for sourcing and obtaining rental and filming event opportunities
- Manages from start to finish, all contract details and leads coordinating all aspects from the contract development stage, through event preparation and execution, and final payment
- Manage site visits with potential clients and performs site visits with contracted clients
- Works closely with Operations department ensuring that events are planned in a cohesive and well-integrated manner with the Cube's overall public operations
- Ensures all vendors are licensed and proper state or city permits are submitted prior to events as applicable
- Creates and maintains Event Management Sheet (EMS) and Timelines

Event Planning

- In collaboration with the Events Team, supports all special events (Members' Events, Staff Events, Donor Events, Community Events, etc.), including working with internal staff, volunteers, donors and outside vendors
- Functionally supervises all event support staff including set-up crews, third party vendors, guest service personnel, IT support, facilities team members, and other staff or volunteers as assigned to private events
- Takes lead on preparing and maintaining Event Management Sheet (EMS) and timelines for all events and distributes them to all necessary departments
- Partner with finance to ensure vendor payments are submitted, completed in a timely and orderly manner
- Manages event management software, designs requests and content requests via the Marketing team
- Demonstrates continuous effort to improve operations, decrease cost, streamline work processes and work cooperatively and jointly with other departments to provide seamless and successful events

Event Department Support

- Works closely with the Director and Vice President of Special Events on execution of the overall department strategy
- Manages the Master Events Calendar
- Assist with planning and preparing for committee meetings
- Performs other duties as assigned

EXPERIENCE AND TRAINING:

- College degree required
- 3-5 years of event or like experience preferred
- Strong proficiency in Microsoft: Outlook, Word, Excel, Power Point, and Publisher
- Experience with Adobe Products strongly desired
- Project management skills strongly desired
- Experience working in a nonprofit, events, guest services, development/fundraising, and the hospitality industry strongly desired

ABILITIES AND BEHAVIORS:

- Strong work ethic, moral compass and integrity
- Must be willing to work nights, evenings and weekends as necessary
- Team player with ability to work independently and be self-sufficient as well
- Must be able to interact effectively with individuals at all levels of the organization, as well as a diverse array of clients
- Must be able to work well under pressure and remain flexible to changing needs of clients and the organization
- Ability to remain calm in stressful situations and is comfortable with constantly changing priorities
- Ability to take ownership of problematic situations using proper judgment to find possible solutions or alternatives while maintaining positive vendor and client relationships
- Ability to manage multiple projects at one time effectively and make sound and logical decisions under pressure
- Must be extremely organized, detailed oriented and possess strong time management and organizational skills
- Strong communication skills, both written and verbal, and the ability to effectively present information to internal and external stakeholders and skillfully negotiate in tough situations
- Proven ability to establish and maintain positive working relationships with co-workers, supervisors, vendors, community organizations, and the public
- Enthusiasm for working in a developing organization where change is frequent, structure is evolving, and flexibility, teamwork, and good humor are absolute necessities
- Tenacity, creativity, flexibility and commitment necessary to successfully execute events
- A passion for children, education and science is a plus

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.