



Mission and Objectives: *BlackRock Center for the Arts brings inspiring performing and visual arts experiences to diverse audiences in a welcoming and intimate setting, providing opportunities to explore, celebrate and engage in the arts.*

POSITION TITLE: Special Events Manager

REPORTS TO (TITLE): Chief Executive Officer

DIRECT REPORTS (TITLES): Event Technicians, Program Assistants

CLASSIFICATION: Part-time, exempt

POSITION OVERVIEW: The Special Events Manager is responsible for the development and management of BlackRock's special events, both internal and external. This position is currently part-time with the goal of developing into a full-time position.

JOB DUTIES AND RESPONSIBILITIES:

- Manage BlackRock Special Events, both external and internal
 - External events to include: Artisan and Farmer's Markets, Summer Film Festival, Outdoor concerts, Hispanic Heritage Day, Halloween, Oktoberfest, and Light Up Germantown among others
 - Collaborate with BlackRock leadership on all events
 - Internal Events to include Receptions, Fundraisers to include Fall VIP events, Spring Gala
 - Support Chief Programs Officer in planning receptions for arts and education events, as well as beyond BlackRock efforts
- Expand and maintain list of approved outside vendors for potential rental clients
- Coordinate overall planning, setup, and break-down of all assigned events
- Provide necessary training, staffing and supervision for all scheduled rental events
- Prepare contracts and summary event reports and financial analysis reports
- Attend weekly meetings with BlackRock Leadership Team
- Maintain records in Bloomerang
- Serve as engaged and involved team member, supportive of the varied experiences and perspectives of internal and external customers
- Support and actively build an office culture dedicated to superior customer service that exceeds member expectations
- Assume other responsibilities as assigned

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Sit, stand, walk and work at a computer, relative to an office environment
- Ability to work a flexible work schedule, including weekends and evenings, as required
- Ability to lift up to 75 lbs.

EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS:

- High School degree; BA preferred
- Fluency in Spanish preferred
- At least three years of experience in event planning, marketing, public relations, or related experience
- Proficiency in MS Office required with superior spreadsheet and analytical skills
- Ability to learn event management software and other internal databases
- Superior customer service, communication and problem-solving skills with a demonstrated ability to use tact and diplomacy when dealing with difficult situations,
- Demonstrated contract negotiation and management skills
- Detail oriented with exceptional organizational and time management skills
- Excellent written, research, oral, and presentation communication skills
- Superior project management skills and the ability to handle multiple activities simultaneously
- Demonstrated ability to develop strong volunteer and professional partnerships
- Ability to work independently and in a team-based environment
- A commitment to BlackRock's mission to bring performing and visual arts experiences to diverse audiences and providing accessible opportunities to engage in the arts.

Compensation and Benefits

\$20 per hour

Application Information

Please submit the following items:

- Cover Letter
- Resume
- Salary Expectations
- Three References

For any questions and to submit your application via email (.PDF or .DOC), please insert the words "Special Events Manager" into the Subject line. Only qualified applicants will be contacted. Please direct all submissions to: jobs@blackrockcenter.org.

DATE PREPARED: MAY 2021

* Blackrock Center for the Arts has an institutional commitment to the principle of diversity. In that spirit, we welcome applications from all qualified individuals without regard to race, religion, creed, color, gender, sexual orientation, age, disability or national origin.