



Event Operations Manager (Full – Time Employment)

The Downtown Chandler Community Partnership (DCCP) is a 501(c)6 nonprofit corporation whose mission is to mobilize leadership and resources to advance the development of downtown Chandler as a regional destination for shopping, dining, living, culture, and the arts. The DCCP works on behalf of the Enhanced Municipal Services District, created in 2006, to provide enhanced services in the areas of management, marketing and promotions, special events and safety and beautification beyond what is done by the City of Chandler.

This position is an incredible opportunity for a person seeking a professional career, leadership experience, and the responsibility to create excellent moments for people to connect with in Downtown Chandler. The individual should be comfortable interacting with downtown stakeholders and event vendors, organizing event logistics, managing contracts, developing and delivering to timelines, and work well as a DCCP team member in promoting events.

The position will report directly to the Executive Director, while working with other DCCP staff and the downtown business community. Core responsibilities include producing, managing and recruiting events for Downtown Chandler. This position will also be responsible for securing sponsorship and creating fundraising opportunities through events. During the course of the year this position will be managing the Farmers Market contract, the DCCP volunteer program, holiday activations including Sugarland and promotional events including Sippin Santa's, Your Bacon Me Crazy Brunch Crawl, and Small Business Saturday.

What you will be responsible for:

- Management and execution of event logistics, including vendors, contracts, permits, applications, security, infrastructure, equipment, entertainment, food etc.
- Researching and soliciting of co-sponsorships
- Craft placemaking activations
- Work with DCCP Marketing Manager for social media, blog and advertising events
- Demonstrate excellent customer service
- Sponsorship fulfillment ensuring needs & deliverables
- Volunteer Management
- Downtown Stakeholder Outreach
- Developing and monitoring event budgets

- Staff liason for City of Chandler Special Events committee
- Other duties as assigned to support the DCCP team.

Experience:

- Minimum of a bachelor's degree in any of the areas of Business, Parks and Recreation, Marketing, Communications and Events and or 3 years of direct work experience in producing Special Events .
- Proficiency in all Microsoft Office programs
- Project management experience
- Customer service experience
- Marketing acumen
- Excellent writing skills
- Practical experience managing budgets and awareness of financial practices.

To Apply:

Please send resume and cover letter answering the questions outlined below to Mary Murphy-Bessler, Executive Director at the following email address:
dccp@downtownchandler.org.

Please answer the following questions in your cover letter.

1. Tell us about your favorite special event that you have attended and why. (not in Chandler)
2. Give us an example of a promotion or event that you always wanted to execute but haven't doneyet!

Downtown Chandler Community Partnership offers a competitive salary, deferred compensation-IRA, paid time off plus holidays and flexible summer hours.

Application Deadline Friday, April 23rd 5pm PST